



# SACOG Board of Directors

Meeting Date: November 15, 2018

Agenda Item No. 2018-November-6

Authorize Information Technology Outsourcing Services

## Consent

Prepared by: Erik Johnson

Approved by: James Corless

Attachments: No

### 1. Issue:

Should the board approve the release of a Request for Proposals (RFP) for Information Technology (IT) outsourcing?

### 2. Recommendation:

The Government Relations and Public Affairs Committee recommends that the board authorize the Executive Director to: (1) release an RFP for IT outsourcing; (2) authorize the Executive Director to select a consultant; and (3) negotiate and execute a contract with the selected consultant.

### 3. Background/Analysis:

Currently, SACOG staff perform all of SACOG's IT services internally. With the growing complexity of IT, and the cost-benefit of staff performing work versus outsourcing it, staff is considering a range of outsourcing options for IT.

### 4. Discussion/Analysis:

Staff is recommending the release of an RFP to solicit proposals from qualified consultants who could meet a range of SACOG's IT needs. Staff would provide detailed technical qualifications and specifications in the scope of work, but the services would include:

- support end users remotely and on-site (as needed)
- provide ongoing network security
- network administration
- identify and manage IT system vulnerabilities and risks
- maintain the network and recommend changes to hardware, systems, policies, and processes, as needed
- ensure backup systems, security patches, and virus and malware updates occur
- manage and schedule hardware replacement
- consult and advise on how technology can help SACOG meet its operational goals

The recommended term of the contract is three years, with two optional one-year extensions. Staff proposes setting an initial RFP value not to exceed \$225,000 for the first three years.

Beyond the value of the RFP to SACOG's internal purposes, SACOG has reached out to member and partner agencies interested in the potential to piggyback on this procurement. The following organizations have expressed interest. The RFP and contract will be written in such a way that other agencies may opt-in, at their own expense, to the contract.

- Sacramento Metropolitan Air Quality Management District
- City of Auburn
- City of Placerville
- City of Marysville
- Town of Loomis

**5. Fiscal Impact/Grant Information:**

This cost would be absorbed within the existing budget. As staff are moved on to other projects, there may be potential savings resulting from outsourcing.

**6. This staff report aligns with the following SACOG Work Plan Goals:**

10 - Strengthen Internal Functions & Protocols