



18-520

TITLE: Consider/Discuss/Act on a Resolution Authorizing the City Manager to Execute a Professional Services Contract with Sciens, LLC, of McKinney, Texas, for Consulting Services Related to the Information Technology Strategic Plan

COUNCIL GOAL: Operational Excellence
(2C: Identify Opportunities for Internal Efficiencies and Continuous Improvement to Effect a High Performing Organizational Culture)

MEETING DATE: June 19, 2018

DEPARTMENT: Department of Information Technology

CONTACT: Sid Hudson, Director of Information Technology

RECOMMENDED CITY COUNCIL ACTION:

- Approval of Resolution

ITEM SUMMARY:

- This Resolution authorizes the City Manager to execute a professional services contract with Sciens, LLC of McKinney, Texas for Consulting Services related to the Information Technology Five (5) Year Strategic Plan.

BACKGROUND INFORMATION:

- The City's current technology needs to stay ahead of the curve when it comes to improvements to both hardware and software.
- This project will provide an in-depth assessment of the current state of information technology systems to determine the suitability of systems to meet the needs of the City.
- Interviews will be conducted with all departments to determine the current needs for technology improvements which will result in a Five (5) Year Strategic Plan that will be used as a guideline for adding to, upgrading or enhancing current technology system.
- Partnering with Sciens, LLC will provide the City an independent view of how we

- should move forward with no prejudice given to any one area.
- The City budgeted and issued a request for proposals (18-27RFP) for the project on February 25, 2018.
 - Advertised in McKinney Courier Gazette
 - Posted on McKinney TV
 - 626 matching eBid Supplier Notifications
- In response to all notices published, twelve (12) proposals were received on March 15, 2018.
- An evaluation team reviewed and ranked the proposals based on the following evaluation criteria listed within the RFP:
 - Proposal Best meets the Needs of the City - 30 points
 - Qualifications and Ability to Perform - 35 points
 - Cost of Proposed Services - 35 points
- Based on the evaluation results, Sciens LLC, is being recommend by the team as the best value for the City.
- Partnering with Sciens, LLC will provide the City an independent view of how we should move forward with no prejudice given to any one area.

FINANCIAL SUMMARY:

- A supplemental budgetary item for this project was approved by Council for the FY2018 budget year in the amount of \$60,000.
- This resolution authorizes a contract and all necessary change orders with Sciens, LLC for an amount not to exceed \$56,540. Below is a breakdown showing the project budget.

○ Contract Total	\$51,400
○ Project Contingency	<u>\$ 5,140</u>
○ Total NTE	\$56,540

BOARD OR COMMISSION RECOMMENDATION: N/A

SUPPORTING MATERIALS:

[Resolution](#)