

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MARCH 19, 2019 AGENDA**

Subject:	Type:	Submitted By:
CONSULTANT SELECTION - INFORMATION TECHNOLOGY STRATEGIC PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

A resolution has been prepared authorizing the selection of a consultant and the negotiation of a contract for the preparation of an Information Technology Strategic Plan in an amount not to exceed \$49,800.00

FISCAL IMPACT

The FY19 Lottery Fund contains funding of \$75,000 for this expenditure.

RECOMMENDATION

Approval.

BACKGROUND

On December 4, 2018, the City Council approved authorizing the advertisement of requests for proposals for an Information Technology Strategic Plan. The requests for proposals was published and mailed to various consulting firms on or after December 5th and proposals were due by January 25th. The City received two proposals ranging in price from \$49,800 and \$69,200. The two firms were interviewed by the Information Technology (IT) Committee in February.

The committee has recommended the selection of the firm Berry, Dunn, McNeil & Parker (BDMP) from Portland, Maine based on their experience with similar projects – over 25 projects were identified in their proposal which had relevant components, and the City's past experience with BDMP.

A draft contract from BDMP will be reviewed by the City Attorney. Any revisions, as well as, adjustments to the schedule will be discussed with the consulting firm. The attached resolution authorizes the selection of BDMP as the consulting firm and authorizes the City Administrator to negotiate a contract in an amount not to exceed \$49,800.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE SELECTION OF BERRY DUNN MCNEIL & PARKER, LLC, PORTLAND, MAINE, TO PROVIDE FOR THE PREPARATION OF AN INFORMATION TECHNOLOGY STRATEGIC PLAN AND AUTHORIZING STAFF TO NEGOTIATE A DETAILED SCOPE OF WORK AND TERMS OF AN AGREEMENT.

WHEREAS, the Mayor and City Council of the City of La Vista have determined that the preparation of an information technology strategic plan is necessary; and

WHEREAS, the FY18/19 Biennial Budget contains funding for this expenditure; and

WHEREAS, Berry Dunn McNeil & Parker, LLC was determined to be the company that most closely meets the City's needs;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska do hereby select Berry Dunn McNeil & Parker, LLC, Portland, Maine to provide for the preparation of an information technology strategic plan and authorize staff to negotiate a detailed scope of work and terms of an agreement.

PASSED AND APPROVED THIS 19TH DAY OF MARCH, 2019.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Rachel D. Carl, CMC
Deputy City Clerk



Letter of Transmittal

January 25, 2019

Pamela A. Buethe
City Clerk
8116 Park View Blvd.
La Vista, NE 68128

Dear Ms. Buethe,

Berry Dunn McNeil & Parker, LLC (BerryDunn) is pleased to submit this cost proposal in response to the City of La Vista's (the City's) Request for Proposals (RFP) for an Information Technology Strategic Plan. We have read the RFP, understand its contents, and agree to the terms and conditions therein. Our proposal is a firm and irrevocable offer valid for 90 days from the proposal due date of January 25, 2019.

BerryDunn is an independent management and information technology (IT) consulting and certified public accounting firm headquartered in Maine and serving clients nationally. We are a stable and well-established firm that has preserved our core values and reputation for excellence for 45 years. We have enjoyed steady growth by providing consistent, high-quality services to our clients in all 50 states and in Canada.

As a principal in our Local Government Consulting Group, I am authorized to bind BerryDunn to the commitments made herein. Should you have any questions regarding our proposal or updates on the evaluation process, my contact information is as follows:

Chad Snow, Principal
100 Middle Street
Portland, ME 04101
Telephone/Fax: 207-541-2294
Email: csnow@berrydunn.com

We appreciate the opportunity to submit this proposal and look forward to working with the City on this important initiative.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chad Snow', written over a horizontal line.

Chad Snow
Principal

Table 1 presents a not-to-exceed total project cost, inclusive of all expenses, broken down by proposed phase. We will submit monthly progress invoices based on work completed. BerryDunn does not charge for time spent traveling, so these costs are reflective only of the time BerryDunn team members will be working on the City's project.

Table 1: Project Cost Breakdown

Phase	Total Cost
Phase 1: Initial Project Planning and Fact-Finding	\$22,800
Phase 2: Analysis	\$14,000
Phase 3: Information Technology Strategy	\$13,000
Not-to-exceed Project Total	\$49,800

The amount listed above is fixed fee for this engagement. Should the City require additional services, Table 2 presents an hourly rate schedule for our proposed team members.

Table 2: Hourly Rate Schedule

Name	Role	Hourly Rate
Chad Snow	Project Principal	\$225
Keith Damon	Project Manager	\$220
Matthew Tremblay	Lead Business Analyst	\$170
Alex Kee	Business Analyst	\$170
Ben Roper	Subject Matter Expert	\$195