



# City Council Memorandum

City of Arts & Innovation

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: NOVEMBER 5 , 2024**

**FROM: INNOVATION & TECHNOLOGY DEPARTMENT      WARDS: ALL**

**SUBJECT: APPROVE A PROFESSIONAL CONSULTANT SERVICES AGREEMENT TO SDI PRESENCE, LLC, OF CHICAGO, ILLINOIS IN THE AMOUNT OF \$394,325 UNDER REQUEST FOR PROPOSALS NO. 2324 FOR A NEEDS ANALYSIS OF CURRENT ENTERPRISE APPLICATIONS**

## **ISSUE:**

Approve a Professional Consultant Services Agreement to SDI Presence, LLC, of Chicago, Illinois in the amount of \$394,325 under Request for Proposals No. 2324 for a needs analysis of current enterprise applications.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Services Agreement to SDI Presence, LLC, of Chicago, Illinois, in the amount of \$394,325 for a Needs Analysis of current Enterprise Applications as requested in RFP No. 2324; and
2. Authorize the City Manager, or designee, to execute the Agreement and any additional documentation to effectuate this agreement and to make minor non-substantial changes.

## **BACKGROUND:**

The City's financial and human resources systems have been in continuous use for the past 25 years. These existing applications meet some of the core business functions of the City but lack several more advanced functionality and automation features to meet current and future demands. This has resulted in several integrations for niche solutions in attempts to close functional gaps, which has led to a less cohesive and disconnected ecosystem of applications. The goal is to partner with an experienced consultant to conduct a needs analysis of current business and technical needs and gaps while assessing the feasibility of migrating to a more connected and integrated ecosystem.

## **DISCUSSION:**

On January 9, 2024, the Purchasing Division of the Finance Department released Request for Proposals (RFP No. 2324) on PlanetBids to find a consultant to conduct a needs and gap analysis

of the City's enterprise applications currently in use. In total, 1,242 vendors were notified of the RFP via PlanetBids and 69 prospective bidders on the bidders list. On January 17, 2024, the City hosted a non-mandatory pre-bid meeting, in which 12 prospective bidders attended. Prior to the RFP closing, there were 17 questions posed by prospective bidders with the City publishing one (1) Addendum on February 6, 2024. The RFP closed on February 20, 2024, with nine (9) responses received, of which one (1) was considered non-responsive. Per the non-bidder status report, five (5) of the non-bidders responded with various reasons for non-bid, which included services not provided, would like to bid on the projected RFP for the enterprise application, and other. An evaluation committee of five (5) members of internal staff from various departments evaluated the responses based upon approach and methodology, pricing, qualifications, experience with projects of similar size and scope, and professional references. The three (3) highest rated proposers were invited to interviews held on April 4, 2024.

## Round 1

### Evaluation Criteria

Approach and Methodology Specific to this Project	20%
Prior Experience in designing similar facilities	20%
Qualifications	35%
Professional References	10%
Pricing	15%

### Evaluation Results

Company	Location	Proposal Amount	Total Points	Rank
SDI Presence, LLC	Chicago, Illinois	\$191,540	848	1
Plante & Moran, PLLC	Southfield, Michigan	\$544,110	842	2
Berry Dunn McNeil & Parker, LLC	Portland, Maine	\$729,220	827	3
Panorama Government Solutions	Denver, Colorado	\$316,660	787	4
Baker Tilly	Chicago, Illinois	\$581,020	766	5
Deloitte	Sacramento, California	\$1,060,000	718	6
Avasant, LLC	El Segundo, California	\$2,000,000	676	7
COEXSYS LLC	Rocklin, California	\$490,000	609	8
*Christman Consulting	Moreno Valley, California	\$352,625	N/A	N/A

\* Vendors were deemed unresponsive due to not meeting the minimum requirements of the RFP.

The top three consultants were within a competitive point range and were invited to move forward into Interviews (Round 2 Evaluation).

## Round 2

### Evaluation Criteria

Approach and Methodology Specific to this Project	20%
Prior Experience in designing similar facilities	20%
Qualifications	35%
Professional References	10%
Pricing	15%

Evaluation Results

Company	City	Proposal Amount	Interview Score	Combined Score	Rank
SDI Presence, LLC	Chicago, Illinois	\$394,325	920.4	1768.4	1
Plante & Moran, PLLC	Southfield, Michigan	\$544,110	821	1663	2
Berry Dunn McNeil & Parker, LLC	Portland, Maine	\$729,220	815.4	1642.4	3

SDI Presence, LLC started negotiations with the City Staff on May 8, 2024. After discussion with the company and City Staff it was determined that SDI Presence, LLC had underestimated the number of hours the project would take. As a result, City Staff requested, based on updated information, that SDI provide a revised schedule of estimated times. SDI provided the information requested which resulted in an increase of the overall proposal amount, without changing scope, from \$191,540.00 to \$394,325.00. The updated amount was entered into the scoring sheet and determined SDI Presence, LLC would still have ranked in the top three for interviews and still ranked in first place in the interview process, therefore the proposal from SDI Presence, LLC (SDI) was deemed responsive and determined to be the most qualified.

With more than 25 years as a corporate IT consultancy and managed services provider, SDI currently has a portfolio of clients that includes some of the nation’s largest airports, utilities, commercial real estate portfolios, and government agencies. Headquartered in Chicago, Illinois, with regional offices in Anaheim, Los Angeles, Sacramento, Atlanta, and Dallas Fort-Worth, SDI brings a diverse perspective that helps public sector clients enhance their use of technology. SDI has worked with more than 200 local government agencies to complete Technology Procurement and Selection projects, IT and Network Assessments, IT Service Level Assessments, Policy and Procedure Development, Project Management, Cybersecurity, Application Management and Support, and Implementation Support Services.

Purchasing Resolution 24101, Section 508(d) states that “Awards. Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that: (d) Contracts for Professional Services procured through Formal Procurement shall be awarded by the City Council. Where the Using Agency is the Public Utilities Department, the award shall be reviewed by the Board of Public Utilities for recommendation prior to award by the City Council.”

The Purchasing Manager concurs that the recommended action complies with Purchasing Resolution 24101, Section 508(d).

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority 6 - Infrastructure, Mobility & Connectivity and Goal 6.2. - Maintain, protect and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

The item aligns with each of the five cross-cutting threads as follows:

1. **Community Trust** – Utilizing competitively bid services and negotiated pricing complies with the City’s procurement policies and ensure the City and its’ resident’s best interest are at the forefront.

2. **Equity** – All City employees benefit from IT making research driven decisions based on industry trends and the City’s specific needs. This benefits Riverside residents and the business communities who benefit from enhanced business services.
  
3. **Fiscal Responsibility** – This award is being recommended based on the outcome of a public request for proposal. The results of the analysis will be used when making future decisions about an integrated and connected technological ecosystem that will further improve residents and businesses experiences.
  
4. **Innovation** – The Innovation and Technology Department consistently seeks to proactively consider solutions to operational and technological challenges. Utilizing an independent consultant to simultaneously analyze our current systems and future needs will allow for data-driven decisions as the City forward with the implementation of a new enterprise system.
  
5. **Sustainability & Resiliency** – This purchase is imperative to the ongoing success of the City’s technological infrastructure, which serves the community daily.

**FISCAL IMPACT:**

The total fiscal impact for the agreement is \$394,325. There are sufficient funds budgeted and available in the Enterprise Application Modernization project accounts listed in the table below.

<b>Fund</b>	<b>Project Account</b>	<b>Account No.</b>	<b>Amount</b>
Capital Outlay	Enterprise Application	9923100-462308	\$305,723.07
Measure Z Capital	Modernization	9923109-462308	\$88,601.93
<b>Total</b>			<b>\$394,325.00</b>

Prepared by: Jessica Gordon, Administrative Services Manager  
 Approved by: George Khalil, Chief Innovation Officer  
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
 Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer  
 Approved as to form: Jack Liu, Interim City Attorney

- Attachments:
1. Bid Recommendation
  2. Agreement