



# Request for City Council Committee Action from the Department of Information Technology

**Date:** May 19, 2014

**To:** The Honorable John Quincy, Chair, Ways and Means Committee

**Referral to:** Committee of the Whole

**Subject:** Consulting Pool RFP

**Recommendation:** Authorize proper City officials to establish a consulting pool through the City's Request for Proposal (RFP) process for Information Technology services related to the IT Staff Augmentation Consulting Pool for a period of three years

**Previous Directives:** None

**Department Information:**

Prepared by: Barbara Malinski, Contract Administrator, IT  
 Submitted by: Otto Doll, CIO  
 Approved by: Jay Stroebel, Interim City Coordinator  
 Presenter(s) in Committee: Otto Doll, CIO

<b>Reviews</b>	<b>Approval</b>	<b>Date</b>	<b>Not Applicable</b>
Permanent Review Committee (PRC):	<input checked="" type="checkbox"/>	May 8, 2014	<input type="checkbox"/>
Civil Rights Approval:	<input checked="" type="checkbox"/>	April 30, 2014	<input type="checkbox"/>
Policy Review Group (PRG):	<input type="checkbox"/>		<input checked="" type="checkbox"/>

**Financial Impact**

None

**Supporting Information**

Information Technology master contracts are currently awarded to interested vendors that responded to a State of Minnesota RFP and are subsequently awarded contracts with the State to provide technology professional services.

In lieu of the State of Minnesota's RFP, the City of Minneapolis is preparing to issue an RFP for an IT Staff Augmentation Consulting Pool for professional services for these service categories:

Analyst  
Architecture  
Database Administration/Development  
Developer/Programmer  
Geographic Information Systems  
Program/Project Management  
Quality Assurance  
Security  
Systems Analyst  
Network Architecture  
Web Application Design and Development

IT will follow the City's RFP process for requirements and selection of vendors for the consulting pool. Having a pool of consultants to draw from provides flexibility, improved resource management capabilities, reduces the timeline for hiring consultants and allows the best resources to meet IT's needs. IT will select from the approved consulting pool to provide needed professional services. City Officials will evaluate the proposals and make recommendations on selected vendors to the City Council for the service categories.

Once a vendor is approved by the City, they will enter into a Professional Services agreement with maximum dollar value not to exceed \$2,500,000 for three years. Work Orders will not exceed \$500,000 each.