



BOARD ACTION

TO: Governing Board (Finance and Administration Committee)

FROM: Carlos Quintero, General Manager
Rich Stevenson, Director of Finance

DATE: September 8, 2023

SUBJECT: Consideration to Approve a One-year Agreement with Info-Tech Information Technology Research Group with an Option for Two (2) Additional One-year Renewals for a Total Cost of \$77,883.27

SUMMARY

Authority staff has been working with Info-Tech Research Group (Info-Tech) for the prior two years under annual agreements that were within the General Manager's approval authority. Staff recommends continuing working with Info-Tech and entering into a one-year agreement and the option for two (2) one-(1)-year renewals. Special pricing is provided for potential years two and three. Under the prior agreements, staff used Info-Tech to assist with:

- An evaluation of the IS section's project workload and development of an Annual Project Prioritization of major projects and tasks that Info-tech would assist IS staff to implement.
- Project Management Advice for IS section projects
- Disaster Recovery Plans and Activities
- Information Systems (IS) related Procurement and Contract Advice
- IS Cloud-Based Software Security Reviews
- Access to public sector advisory consultations and research conducted by Info-Tech on industry standards to assist IS staff and the Director of Finance in making technical and strategic decisions for the operation of the Authority's IS systems.

Info-Tech will be able to assist by providing research and advice to the Authority with ongoing IS operations, from implementing major projects to best practices for core IS services.

The recommendation to approve this agreement is based on a sole-source justification of Info-Tech's exclusive capability to meet the Authority's IS goals and initiatives. The agreement to purchase a subscription for Info-Tech's services includes information technology, online research, and remote advisory services. No other vendor offers these services, as they are proprietary and exclusive to Info-Tech's membership subscription offerings.

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The following is a description of how Info-Tech will provide exclusive services via subscription offerings:

- Research Blueprints publications that are practical and built to execute projects.
- A Research Taxonomy that is connected and provides comprehensive coverage.
- Content format that is visual and built upon framework-driven content.
- Analyst calls are unlimited and structured to be a series of calls to complete key initiatives.
- Guided Implementation services with unlimited advisory calls and touch points to guide members from project kick-off to completion.
- Our unique Concierge Services are high-impact, one-day consulting engagements.
- Benchmarking services are powerful diagnostic tools based on real data and included within memberships.
- Our Workshops are five-day facilitated engagements to solve members' biggest issues/most pressing projects and initiatives.
- Membership terms are designed to maximize usage and value.
- Info-Tech's research and advisory services across Applications, CIO, Infrastructure & Operations, Security, Project & Portfolio Management, Data and Business Intelligence, Enterprise Architecture, and Vendor Management, as well as Industry Specific technology silos will support a complex IT department responsible for a wide variety of tasks and services.

Info-Tech's services within its proposed membership cannot be purchased for a lesser price through other third-party technology re-sellers. In addition, other firms that staff found to provide IS advice do not provide a subscription-based offering that allows for a much lower cost and instead only offer for project-based consulting at a significantly higher cost.

PAST BOARD ACTION

June 28, 2023 The Governing Board selected the FY 2023-24 Option 2 Budget Adjustment, and Adopted Resolutions 23-13 Adopting the FY 2023-24 Budget; and Resolution 23-14, Approving Updated Financial Policies (Board Policy 517).

FISCAL IMPACT

Staff allocated \$77,883.27 in the FY 2023-24 Budget under line item 10-60-600-5676 - IS Equipment Company-wide to cover the cost of this annual agreement.

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Info-Tech Research Group	3-Year Agreement Discount	Without 3 Year Agreement
One-Year Agreement	\$25,961.09	\$27,327.46
1 st Year Renewal	\$25,961.09	\$28,693.83
2 nd Year Renewal	\$25,961.09	\$30,128.53
Total Cost	\$77,883.27	\$86,149.82

POLICY /STRATEGIC PLAN

Governing Board Policy 517 – Financial Policies: Policy for the Procurement of Services (including Construction), Supplies, and Equipment

- Requirements for Comprehensive Procurement Procedures - Contract Approval Authority: Procurement of services, supplies, and equipment in an amount over \$75,000 requires approval by the Board, even if the Board has authorized funds for the procurement within the annual budget.

Strategic Plan Goal 6: Administrative Effectiveness (AE)

- Objective AE3: Maintain the Authority's extensive Information Systems infrastructure and provide technological solutions to efficiently and effectively support staff operations.

ALTERNATIVES

1. Approve a one-year agreement with Info-Tech Information Technology Research Group with an option for two (2) additional one (1) year renewals for a total cost of \$77,883.27.
2. Other direction as determined by the Governing Board.

RECOMMENDATION

Staff recommends that the Governing Board approve a one-year Agreement with Info-Tech Information Technology Research Group with an option for two (2) additional one (1) year renewals for a total cost of \$77,883.27.

ATTACHMENT

Info-Tech Research Group Quote