

STAFF REPORT

SUBJECT: Award of Contract for IT Modernization and Cloud Transformation Consulting Services

FROM: Mike Tobin, Director of Operations

DATE: January 8, 2024

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**Action Requested**

Staff requests that the Board of Directors approve Resolution 02-2024, authorizing the award of an agreement to SDI Presence, Inc. (SDI) for IT modernization and cloud transformation consulting services, in the not-to-exceed amount of \$762,075 for a three-year contract with two one-year option terms.

**Background**

On September 18, 2023, staff issued a Request for Proposals #2023-07 for IT modernization and cloud transformation consulting services with proposals due on October 30, 2023. LAVTA asked interested vendors to submit proposals for a three-year contract with two additional one-year terms. The RFP included two separate tasks:

Task 1: The selected consulting firm will be responsible for assisting and overseeing the migration of the agency's storage files from mapped drives hosted on on-premise servers to a SharePoint cloud-based solution; deploying a Microsoft Identity Management solution, including integration with Active Directory and Microsoft 365; implementing a Device Management solution to manage devices on the network; and finally implementing new cloud-based data backup solutions.

Task 2: The awarded consultant will provide IT support for operations and technology related infrastructure including, but not limited to, network, server, internet browser, enterprise solutions, and desktop computing, as well as administration of LAVTA enterprise Microsoft applications.

LAVTA received five proposals from the following firms:

- AgreeYa
- Alliant
- SDI Presence, Inc.
- vTech
- Zirlen

## Discussion

An evaluation committee was formed to review and rate the proposals. The committee consisted of four LAVTA staff members and a staff member from the City of Dublin.

Proposals were rated on three categories and assigned points (out of 100 total) as noted below:

- Company Qualifications, Experience & References – 30 points
- Qualifications and Experience of Key Personnel– 30 points
- Technical Approach and Strategy– 40 points

In reviewing the five proposals, the evaluation committee concluded that SDI would provide the highest level of service to LAVTA in assisting with upgrading its IT systems and providing IT Support services. SDI received an average of 88 points while vTech received an average of 76 points, AgreeYa received an average of 69 points, Alliant received an average of 59 points, and Zirlen received an average of 58 points.

SDI's proposal was thorough and professional and met all the requirements of the RFP. The proposal was also reviewed by Legal Counsel to ensure that it was responsive and responsible with respect to the requirements of the RFP.

## Fiscal Impact

Staff evaluated the cost proposal and determined that the price is reasonable. Based on the proposed pricing from SDI (table below), the annual cost for Year 1 is \$182,668. Year 1 includes costs for both Task 1 (\$44,602) and Task 2 (\$138,066). Funding for the first year of service can be accommodated within the approved Fiscal Year 24 operating budget and will be included in the Fiscal Year 25 budget request.

Task 1	
Item	Cost
SharePoint Online Migration,	\$ 8,290
Identity Management Solution	\$ 8,402
Device Management Solution	\$ 13,330
Cloud Back-up	\$ 6,162
Travel	\$ 2,600
Contingency (15%)	\$ 5,818
Total	\$ 44,602

Task 2 - IT Support		
Year	Monthly Cost	Annual Cost
Year 1	\$11,361	\$138,066*
Year 2	\$11,455	\$137,465
Year 3	\$11,856	\$142,276

<b>Total for three-year contract</b>		<b>\$ 417,807</b>
Year 4 - Option	\$12,271	\$147,256
Year 5 - Option	\$12,701	\$152,410

\*Includes one-time Engagement and Transition fee

**Recommendation**

Staff recommends the Board of Directors approve Resolution 02-2024 to: (1) authorize the Executive Director to execute a contract with SDI Presence, Inc., in the not-to-exceed amount of \$462,409 for the base term (Year 1 through Year 3); and (2) authorize the Executive Director to execute two one-year option terms in the not-to-exceed amount of \$299,666 if it is in the best interest of LAVTA.

**Attachments**

1. Resolution 02-2024

**RESOLUTION NO. 02-2024**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
AWARDING THE CONTRACT FOR IT MODERNIZATION AND CLOUD  
TRANSFORMATION CONSULTING SERVICES**

**WHEREAS**, the Livermore Amador Valley Transit Authority (LAVTA) requires the services of a third-party consultant to provide IT modernization and cloud transformation consulting services; and

**WHEREAS**, the agency's issued a Request for Proposals 2023-07 requesting proposals for a three-year contract with two additional one-year terms; and

**WHEREAS**, LAVTA received five proposals in response to the RFP; and

**WHEREAS**, the Evaluation Committee (Committee) comprised of qualified LAVTA staff and staff from the City of Dublin reviewed, evaluated, and scored the proposals according to the evaluation criteria set forth in the RFP; and

**WHEREAS**, the Committee determined that SDI Presence, Inc. (SDI) possesses the requisite experience and qualifications to successfully perform the scope of services defined in the solicitation documents; and

**WHEREAS**, staff completed negotiations and conducted a price analysis, and determined that SDI's negotiated prices are fair and reasonable; and

**WHEREAS**, staff and legal counsel reviewed SDI's proposal and determined that the proposal complies with the requirements of the solicitation documents; and

**WHEREAS**, staff recommends that the Board of Directors award a contract for IT modernization and cloud transformation services to SDI, in a not-to-exceed amount of \$775,678 for a three-year contract with two one-year option terms.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Livermore Amador Valley Transit Authority authorizes the Executive Director to execute a contract with SDI Presence, Inc. for IT modernization and cloud transformation services, in a not-to-exceed amount of \$462,409 for the base term (Year 1 through Year 3); and

**BE IT FURTHER RESOLVED** that the Board of Directors authorizes the Executive Director to execute two one-year option terms in the not-to-exceed amount of \$299,666 if it is determined to be in the best interest of LAVTA.

**PASSED AND ADOPTED** this 8<sup>th</sup> day of January 2024.

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Melissa Hernandez, Chair

ATTEST:

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Christy Wegener, Executive Director

APPROVED AS TO FORM:

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Michael Conneran, Legal Counsel