



CONFIRE

STAFF REPORT

DATE: July 26, 2022

**FROM: Blessing Ugbo
MIS Manager**

TO: CONFIRE Admin Committee

SUBJECT: CAD Consultant

Recommendation

Approve Central Square consulting service agreement to assign a dedicated CAD Consultant to CONFIRE.

Background Information

CONFIRE currently does not have an executable succession plan to ensure continuity of CAD systems operation without a dedicated CAD Administrator. Adding the CAD consultant resource to the MIS team will ensure that a dedicated resource is always available to support CAD and business operations. The Central Square employee will be dedicated to CONFIRE. They will work remotely with a provision for site visits throughout the contract period.

This role will facilitate the management and maintenance of core CAD Enterprise and Tellus CAD-to-CAD products and related databases, ensuring the highest system performance and quality of data.

CONFIRE will complete a sole source justification for a CAD consultant from Central Square because of the need for a dedicated resource to bridge the gap in the CAD administrator's succession plan as well as a resource familiar with our CAD environment and systems that can rapidly assimilate into our operation.

Fiscal Impact

Consultant cost is \$260,000 with an annual 4% increase. This amount will be billed annually beginning with FY22/23. This will not require additional budgetary funding. CONFIRE will transfer the budget from two (2) vacant MIS positions: Information Systems Analyst III (\$192,425) and Computerized Mapping Technician (\$87,961), from Salaries and Benefits (5008) to Professional Services (5010) to fund the CAD consultant position.

This budget transfer was approved by the CONFIRE Board of Directors on July 21, 2022.