

Mayor
Alice Ruby

Manager
Chris Hladick



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: August 27, 2021
To: Chris Hladick, Interim City Manager
From: Cynthia Rogers, Planning Director
Subject: RFP 2021-03, IT Services, Recommendation

A solicitation for IT Services was released in July 2021, and advertised on July 14 and July 21 in the Anchorage Daily News, in accordance with procurement requirements found in the Dillingham Municipal Code. It was also publicized on the City website and notices posted in three public places.

A selection committee was formed, comprised of three City personnel. Three responsive bidders were identified by the committee, which rated each proposal based on required proposal content, including: Letter of Transmittal; References; Scope of Work; and Cost of Services.

The results of the selection process can be found on the scoring summary sheet, which indicates the highest scoring proposal was submitted by LMJ Consulting, followed closely by the proposal submitted by Ampersand. ACS also submitted a strong proposal, but it was not scored as highly as the others.

The committee found the following strengths for each proposal as follows:

LMJ. Current provider to BBAHC brings Dillingham experience and frequent travel to the area with potential for cost savings. Favorable average response time. Proposal indicates a more personal approach to users and realistic expectations for operating in a rural environment.

Ampersand. References reflect long-served clients within the state. Experience with small municipalities and understanding of constraints. Proposal reflected specific, targeted goals to deliver services, as opposed to "as needed."

ACS. Proposal was professional, well-organized, and complete. Existing IT service provider would not incur any one-time set up costs, and has familiarity with our operations.

The selection committee recommends contracting with LMJ Consulting, and if contract negotiations are not successful, recommends contracting with Ampersand. The RFP specifies that the initial contract will be from November 1, 2021 through June 30, 2022, with the opportunity for five (5) more, one (1) year extensions.