

**City of Dillingham Action Memorandum**      Agenda of: October 7, 2021  
2021-11  
**Action Memorandum No.** \_\_\_\_\_

**Subject:**

Authorize the City Manager to Award a Contract for RFP 2021-03, IT Services.

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City Manager: Recommend Approval

Signature: \_\_\_\_\_

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**Fiscal Note:**  Yes  No      **Funds Available:**  Yes  No

**Other Attachments:**

- RFP 2021-03 Scoring Summary Sheet
- RFP 2021-03 Selection Committee Recommendation Memo

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**Summary Statement:**

This action memorandum authorizes administration to sign a contract with LMJ Consulting to provide IT Services for an initial period of November 1, 2021 to June 30, 2022, with the possibility of five (5) more, one (1) year extensions. If contract negotiations are not successful with LMJ Consulting, the action memorandum authorizes administration to sign a contract with Ampersand to provide IT Services for the same periods listed above. The bid due date was August 19, at 4:00 PM. The City received a total of three responsive bids, with the selection committee making these recommendations for award of contract based on total score.

A solicitation for IT Services was released and publicized in accordance with the DMC procurement requirements. Notices were posted in three public places. Additionally, the RFP was advertised on the City website and in Anchorage Daily News on July 14 and July 21.

(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

The Scoring Summary indicates ranking of each proposal and the Recommendation Memo summarizes the relative strengths of each, with the final recommendation of the committee for consideration.

**Summary Statement continued:**

The LMJ contract would require a budget increase of \$38,500. This increase will provide on-site visits to facilitate a proactive IT program. Additionally, the following will be realized:

1. Shared travel and housing costs with another local organization that utilizes this contractors services.
2. Regular on-site visits to address new and ongoing IT conditions. This solves issues before they become large problems, rather than being reactive long distance.
3. On-site visits will reduce the amount of city staff time required to resolve computer and IT issues being experienced. Freeing up staff time increases efficiencies by allowing employees to focus on assigned tasks.
4. The City of Dillingham does not have a dedicated IT Technician. It is vital to the city to have a proactive IT program to stay up to date with current IT updates, and technologies as they become available. This will be easier realized with the on-site component.

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on October 7, 2021.

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Mayor

ATTEST:

[SEAL]

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City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Planning Director	
X	City Clerk	