



CITY COUNCIL CONSENT ITEM CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Approval of a resolution authorizing the execution of an agreement with Averro, LLC for an IT Master Plan

DATE: January 16, 2024

DEPARTMENT: Finance

PRESENTED BY: Consent Item: Clayton Hoelscher, Procurement Manager

INTRODUCTION/BACKGROUND:

The FY 2024-25 Budget includes funding for an IT Master Plan. The IT Master Plan will help the City identify its five-year IT needs by assessing the current technology environment, business information systems, and IT infrastructure as well as provide improvement recommendations and estimated costs based on future needs. The main areas to be analyzed in this assessment include:

- City compliance in the IT regulatory environment.
- How IT serves current and future City business needs.
- Security, disaster recovery planning, and risk management.
- Aligning IT with the City's Strategic Action Plan goals and priorities.
- Funding current and future IT needs.

Ultimately, the IT Master Plan will guide the City in both short-term and long-term technology decision making. To support this effort, a Request for Proposals was advertised. Proposals were received on December 3, with five proposals being received. The proposals were reviewed based on the following criteria:

- Qualifications and Experience
- Project Approach
- Price

After evaluation, the City selected Averro, LLC as the highest ranked respondent.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Aligns with Strategic Action Plan item 5.5 Evaluate and Update IT Infrastructure, Software and Security.
- Complies with procurement requirements.
- Supports all components of the City by identifying opportunities to improve City IT services, policies, and planning.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

The IT Master Plan is included in the FY 2024-25 budget at \$50,000. The cost for the IT Master Plan will be \$74,931.00. Savings are available in the Strategic Action Plan fund to cover the appropriation.

LEGAL ANALYSIS:

The City's standard Professional Services Agreement is being utilized for this project.

RECOMMENDATION/PROPOSED MOTION:

Consent Item: I move to approve a resolution authorizing the City Manager to execute an agreement with Averro, LLC for an IT Master Plan in an amount not to exceed \$74,931.00.