

**MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF INFORMATION TECHNOLOGY**

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April 17, 2026

MEMORANDUM

TO: Keith R. Sydnor, Mayor
Brencis D. Smith, Council President
City Council Members

VIA: Nekesa Matlock, Acting City Administrator

FROM: James A. Cornwell-Shiel, Chief Information Officer

SUBJ: **Bid Recommendation – Microsoft Data Governance Implementation**

In August 2025, the Department of IT was awarded a \$300,000 sub-grant under the DHS-funded FY2023 State and Local Cybersecurity Grant Program for the implementation of data governance and classification controls in Microsoft 365, one of the City's primary data environments.

This project will put in place a critical piece of our data governance program, establishing a secure foundation for the handling and protection of City data. The professional and technical services procured through this project will fully implement several existing technologies that the City has access to through current Microsoft licensing.

The scope of this project covers:

- Review of the City's current digital data governance and retention processes and development of improvements aligned with best practices and regulatory compliance.
- Deployment of sensitivity and retention labels for automated and manual application.
- Deployment of protection layers to protect sensitive documents and emails.
- 160 total hours of end user and IT administrator training.
- Three years of bi-annual reviews and reconfiguration.

The City posted a public request for proposals through the City web site, and received 10 competitive proposals that met the project requirements. We evaluated those proposals based on the applicant's qualifications and prior experience, technical understanding of the project request, alignment with City and grant timelines, robustness of training, as well as various elements of the cost proposal.

The proposals received were as follows:

- ConsultAdd Public Services: \$99,640.00
- BlueAlly: \$225,905.00
- GoldenFive, LLC: \$237,000.00
- AgreeYa Solutions, LLC: \$249,290.00
- Data Meaning: \$270,038.96
- Kiefer Consulting: \$274,500.00
- ePlus, Inc: \$289,380.00
- IronCloud Government Services: \$292,500.00
- DOPI, LLC: \$294,400.00
- Intellectyx, Inc: \$296,000.00

The Department of Information Technology selected Kiefer Consulting, Inc of Folsom, California on the strength and depth of their technical proposal, the company's demonstrated experience in this area, and the financial competitiveness of their proposal.

FUNDING:

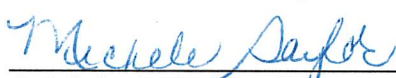
The maximum all-inclusive cost of the project is \$274,500.00. Funding is provided in the Adopted FY 2026 Capital Improvement Plan, and is fully funded through the FY2023 State and Local Cybersecurity Grant Program. The vendor is Kiefer Consulting, Inc of Folsom, California.

RECOMMENDATION:

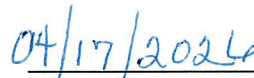
It is recommended the Council this bid to Kiefer Consulting, Inc of Folsom, California for the maximum all-inclusive price of \$274,500.00.

Should you have any questions or desire further information, please contact me at extension 2240.

Reviewed for funding:



S. Michele Saylor, Director
Department of Budget and Personnel Services



Date

cc: Christian L. Pulley, CPM, City Administrator
Sara A. Green, CMC, Clerk to the City Council
S. Michele Saylor, Director, Budget & Personnel Services