

AGENDA STAFF REPORT



MEETING NAME: REGULAR BOARD MEETINGS

MEETING DATE(S): NOVEMBER 16 & 20, 2023

FROM: ARTURO CEJA – DIRECTOR OF FINANCE

FOR: ACTION X DIRECTION _____ INFORMATION _____

CONTRACT AGREEMENT WITH INTELESYS COMMUNICATIONS SERVICES FOR INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

STAFF RECOMMENDATION

It is recommended to authorize the Interim General Manager to enter into a contract with Intelesys Communications Services for Information Technology (IT) Professional Services for the six-month period of January 1 – June 30, 2024 and approve to do all things necessary to execute the agreement.

SUMMARY

The District requires complementary IT services to the normal day-to-day work that the IT Manager currently performs. These include tracking individual workstation problems, software updates, server maintenance and anti-virus monitoring after hours. The District has maintained a contract with the same IT Professional Services company for over twenty years. With the recent changes in management, this is one of the many improvements being executed to ensure that the District receives the best available services. This can only be achieved by going through a Request For Qualifications (RFQ) process.

ANALYSIS

In September 2023, staff advertised a request for qualifications for its IT Professional Services through PlanetBids. The District received six proposals and Intelesys Communications Services was rated as the best company to provide these services. Attached is the proposal evaluation summary for all companies and the proposals from the top three rated companies.

FISCAL IMPACT

The cost for the IT Professional Services will be covered by the approved operating budget for FY 2023-2024. The proposed cost is composed of a fixed monthly cost of \$7,650 and a variable cost for as needed services with varying hourly amounts.

ATTACHMENTS

- IT Services Evaluation Form
- Intelesys Communications Services Proposal
- Acorn Technology Services Proposal
- Umetech, Inc. Proposal
- Umetech, Inc.’s Current Contract

FINANCIAL DATA		
Cost Associated with this action:	\$0	
Current FY cost:	\$0	
Future FY cost:	\$0	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available. N/A		
FUNDING SOURCES		
Source of funds:	Operating	
BID/Job#	674	
Current BID/Job balance	\$268,107	
Balance remaining if approved:	\$268,107	