

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: November 15, 2023

Submitted By:

Staff

Agenda Item:

Discussion and possible action on a professional services agreement with Univista, LLC for information technology services

Description:

The city issued an RFP for IT services in August 2023. At the September City Council Meeting, the City Council considered proposals for IT services and selected Univista LLC. Univista is the current provider for the police department, and has been working over the past months to develop a finalized proposal for the administrative component of the IT contract.

Univista has submitted an updated proposal after fully evaluating the city's IT infrastructure, and the total one-time costs for the equipment, migration is \$115,982. This is about \$15,000 less than originally proposed. Univista has offered the city the option to make payments of \$3,770 for 36-months for these one-time expenses.

In addition, Univista has proposed to contract with the city for \$4,740 per month for comprehensive IT services. This would make the city's total cost per month for IT Services \$8,510 until the equipment and migration is paid off (36 months). The city will also assume the cost for internet service, \$788 per month, which will be paid directly to the internet services providers. The total cost to the city per month will be approximately \$9,300. This is close to the amount that the city is currently paying, between the two separate vendors that serve the PD and Administration.

The city is already paying about the same amount for IT services, not including any needed equipment upgrades, so this transition would provide a value to the city by replacing outdated equipment while keeping monthly costs consistent with the current payments.

Action Requested:

To authorize the City Administrator to enter into an agreement with Univista LLC for (1) PC and network equipment replacements, Sharepoint and Azure Migration, Microsoft Government Cloud and telephones, on a 36-month payment schedule and (2) Comprehensive Information Technology Services for \$4,740 per month.

Fiscal Impacts:

See above.

Attachments:

- Proposal Summary from Univista LLC.