



City Council Staff Report

Subject: Information Technology Strategic Plan Contract

Date: October 22, 2024

Submitted By: Daniel Choe, Deputy Director of Administrative Services
Tameka Usher, Administrative Services Director

Department: Administrative Services - IT

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Awarding and Approving A Professional Services Contract with SDI Presence LLC for the IT Strategic Plan

Background:

The City of Rocklin seeks to develop a comprehensive Information Technology Strategic Plan that aligns its technology initiatives with the City's overall mission, goals, and objectives. This Plan will guide the City in planning, procuring, implementing, and managing both the current and future IT investments and resources. Development of an IT Strategic Plan is an action plan item in the adopted 2022-2024 Strategic Plan work plan. Designed to be a "living" document, the IT Strategic Plan will serve as the foundation for ongoing review and adjustment over a five-year period, addressing governance, infrastructure, equipment, software, cybersecurity, staffing, and the effective use of technology to support the City's mission. The Plan is intended to provide a clear vision and roadmap for leveraging technology to enhance the City's operations effectively.

On May 24, 2024, the City released a request for proposal (RFP) for the development of the IT Strategic Plan, receiving 16 proposals by June 21, 2024. An evaluation committee, comprised of representatives from the Administrative Services, City Manager's Office, Community Development, and Police departments, reviewed the proposals based on the evaluation criteria outlined in the RFP. These criteria included the qualifications and experience of the proposing firms, the team's expertise in similar projects of comparable complexity and magnitude in the government sector, the firms' understanding of the scope of services, their ability to deliver services within the prescribed timeline, project costs, and the completeness of their proposals. Following an initial ranking, the top four firms were selected for interviews, and SDI Presence LLC was determined to be the top-ranked firm for the requested services.

Following successful negotiations, staff recommends awarding and approving the contract for the IT Strategic Plan to SDI Presence LLC in the amount of \$92,180.

Fiscal Impact:

Sufficient funding is available in the Fiscal Year 2024/25 Operating Budget in the Technology Fee Fund (130).

ATTACHMENTS:

1. [Resolution](#)
2. [Exhibit A - Contract](#)