

BOARD MEETING DATE: March 3, 2017

AGENDA NO. 9

PROPOSAL: Execute Contract for Information Technology Review

SYNOPSIS: On December 2, 2016, the Board approved release of an RFP for an information technology review. This action is to execute a contract with Sunera LLC to obtain these technology review services. Funds for these services (\$75,000) are included in the FY 2016-17 Budget.

COMMITTEE: Administrative, February 10, 2017; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a contract with Sunera LLC for performance of an information technology review for FY 2016-2017 at a total cost not to exceed \$75,000.

Wayne Natri
Executive Officer

JCM:OSM:jga

Background

On December 2, 2016, the Board authorized release of RFP #2017-09 for an information technology (IT) review. The requested services consist of an evaluation of the information technologies currently in place and those that are needed to support SCAQMD's future business goals and objectives. An information technology review is an examination of information systems (hardware and software) within an IT infrastructure. During the information technology review, the consultant will collect and evaluate evidence of SCAQMD's information systems, practices and operations to determine if changes are needed in the existing structure to meet current and future needs.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders were notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP was emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

The SCAQMD received a total of four proposals from firms that are qualified to perform information technology reviews in the State of California. All of the proposals were received by the 1:00 p.m., January 10, 2017 deadline and were evaluated by a technically qualified panel in accordance with criteria contained in the RFP.

Of the four proposals received, two were rated technically qualified to perform the information technology review and were scored for cost. Two of the proposals failed to receive the minimum technical score and received no further evaluation. Evaluation results for the two qualifying proposals are summarized below.

BIDDER	TECHNICAL SCORE	BID AMOUNT	COST	TOTAL POINTS	OVERALL RANK
Sunera LLC	66.0	\$74,800	30.0	96.0	1
Varsun eTechnologies	60.8	\$74,400	29.5	90.3	2

Panel Composition

The panel convened to evaluate the proposals consisted of the following SCAQMD staff members: the Assistant Deputy Executive Officer of Compliance and Enforcement, the Assistant Deputy Executive Officer of Engineering and Permitting, the Financial Services Manager and two (2) Technology Implementation Managers from Information Management. Of the five panelists that scored the proposals, one is African American and four are Caucasian; three female and two male.

Resource Impacts

The maximum cost for the information technology review is \$75,000. Sufficient funding is included in the FY 2016-17 Budget.