

STAFF REPORT



MEETING DATE:	2/24/15
SUBJECT:	Issue Request for Proposals for On-Call Agency Information Technology (IT) Support Services
AGENDA ITEM:	6-8
STAFF CONTACT:	Sean Tiedgen, AICP, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to issue a Request for Proposals (RFP) for agency information technology (IT) support services.

DISCUSSION:

SRTA requires monthly IT support services to maintain office equipment, protect electronic resources, backup agency files, procure new equipment, fix malfunctioning equipment, and provide technical support to staff. These services do not include items such as phone or internet provider service; annual maintenance of agency software (i.e. Microsoft Office, QuickBooks, ArcGIS, Cube); website maintenance and webhosting; or equipment replacement costs.

SRTA's current contract with Apex Technology Management Inc. (Apex) for support services ends June 30, 2015. A new RFP must be issued in order to acquire competitively priced services.

ALTERNATIVES:

The board of directors may request modifications to the RFP scope of work and terms or request more information and continue this item to the April meeting.

FINANCING:

On-call IT support services are paid for and reimbursed to SRTA through the Indirect Cost Allocation Plan (ICAP). On average SRTA spends \$19,000 in annual IT support services.

Daniel S. Little, AICP, Executive Director

Attachment: Request for Proposals for On-Call Information Technology Support Services (Draft)
(Not available for TAC)