



Agenda Report

MEETING DATE: Tuesday, July 6, 2021

TO: City Council

FROM: ASSISTANT CITY MANAGER VIDES
Raunel Zavala, Administrative Analyst

SUBJECT: RESOLUTION APPROVING SDI PRESENCE LLC TO PROVIDE
DIRECTION AND RECRUITING SERVICES FOR THE CITY OF
WATSONVILLE INNOVATION AND TECHNOLOGY DEPARTMENT

STATEMENT OF ISSUES:

The current Director for the City's Innovation & Technology (IT) Department will be retiring on 7/23/21. The City will contract with SDI Presence, LLC, a limited liability company (SDI) to assist with recruitment of the next IT Director and while the recruitment is in process SDI will provide daily direction to the IT team.

RECOMMENDED ACTION:

It is recommended that the City Council approve the agreement with SDI to provide direction to the IT Department and lead recruitment process for the IT Director position of the City of Watsonville IT Department.

DISCUSSION:

The City's IT Director will retire on 7/23/2021. Staff did not follow the usual request for proposal (RFP) process to secure an interim replacement because this engagement complies with subdivision (f) of 3-5.540¹ which provides that "if it is determined that it is in the best interest of the City for services to be provided by a specific consultant or contractor—with contract terms, work scope and compensation to be determined based on direct negotiations—justification made in writing and the contract shall be approved only by the Council."

Staff believes that it is in the best interest of the City for short term IT consulting services be provided by SDI and that contract terms, work scope and compensation were best determined based on direct negotiations. The justification is set forth below.

¹ Professional services contracts exceeding one hundred thousand and no/100ths (\$100,000.00) dollars—RFP or RFQ and council approval required

SDI is now working on a significant number of IT projects within the City that require steady overview from the IT director such as the SCADA upgrade project and upgrades to Public Works fleet. Because of its experience with these projects and others. SDI is familiar with the IT Department's systems, technology, team and its culture. SDI will also be a trusted advisor in helping the City recruit its next IT director.

SDI Presence LLC (SDI) is a Delaware limited liability company with an office in Carmichael, California. It is a management consulting firm that specializes in helping public sector clients enhance their use of technology. Since 1999, SDI's West Coast Division has worked with 120+ local government agencies to complete more than 180 IT and Network Assessments; IT, GIS, and Fiber Optic Strategic Plans; IT Service Delivery Assessments; IT Policy and Procedure Development; Project Management; Enterprise Application Selection and Implementation Support. SDI also provides Interim IT Director and Chief Information Officer (CIO) Services to municipal clients during periods of transition.

The City has requested that SDI assist the City in a full-time capacity to provide Interim direction to the IT team and also assist in recruiting the City's next IT Director. SDI will provide management, consultation, operational oversight, and guidance with regard to the Department's day-to-day activities. SDI will supervise the day to day activities of the Department to ensure technical resources continue to be deployed uninterrupted. In this capacity SDI will, mentor and train IT staff, review and make recommendations on existing business processes, and assist with IT service delivery management and help identify alternatives.

SDI will provide recruiting assistance to the City Manager to identify and recruit the next IT Director. This will be done through the development of a job description, initial applicant reviews, the creation of an experienced interview panel and the development of an offer letter.

The IT Department is currently leading a number of critical IT projects which require experienced steady guidance and direction, i.e., IT security assessment, SCADA system implementation, Council Chamber Audiovisual equipment design and installation, IT Work Plan and policy review among many others. Consistent and daily support of the IT Team is necessary to maintain all these large projects on track and continue to provide internal IT support to all City departments.

STRATEGIC PLAN:

07 – Efficient and High Performing Government

The recommended action is consistent with the City's policies and goals of the City's strategic plan to ensure the organizational viability needed to serve the residents and businesses of Watsonville today and in the future.

FINANCIAL IMPACT:

The City has requested an estimated cost proposal to provide four months of full time onsite Interim Services. The anticipated cost for these services is estimated not exceed \$147,000.00.

ALTERNATIVE ACTION:

The City Council may choose not to accept the agreement with SDI.

ATTACHMENTS AND/OR REFERENCES (If any):

- 1) Proposal Letter from SDI Presence LLC