

**AGENDA ITEM REPORT**

**DATE:** May 21, 2019  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Christine Brady  
**TITLE:** Award Contract for Information Technology Outsourcing Services

**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP190016DLK, Information Technology Outsourcing Services to Computer Aid, Inc. to provide professional information technology services for the County's systems and operations to include governance and management, infrastructure, cybersecurity, telecommunications, application support, end user technology, and disaster recovery and emergency operations, for an initial period of five years, in the total amount of \$38,999,849.77.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to negotiate renewals of the contract for up to three additional one-year periods, and to execute all associated documents, if doing so is in the best interest of Lee County and there are no cost increases associated with the renewal(s).
- D) Authorize the County Manager to add or delete work, locations or services as needed and to execute all associated documents, if doing so is in the best interest of Lee County and there are no cost increases associated with the addition(s) or deletion(s).

**II. ITEM SUMMARY**

Awards a contract to Computer Aid, Inc. to provide professional information technology services for the County's systems and operations to include governance and management, infrastructure, cybersecurity, telecommunications, application support, end user technology, and disaster recovery and emergency operations for an initial period of five years with the option to renew for three additional one-year periods, for a total five-year cost of \$38,999,849.77. Total expenditures for these services for Fiscal Year 2017-2018 were approximately \$6,905,238.48.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

The County Manager's office submitted a request to Procurement Management to obtain proposals to provide information technology and telecommunication services for Lee County.

On December 4, 2018, Procurement Management advertised RFP190016DLK, Information Technology Outsourcing Services. On the Proposal deadline of February 19, 2019, Procurement Management received eight proposals. At the first evaluation meeting, on March 13, 2019, the Evaluation Committee short-listed four firms to return for presentations and a question and answer session. After presentations at the second evaluation committee meeting, on April 3, 2019, the committee made the recommendation to award the contract to Computer Aid, Inc.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$7,858,287.84
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Technology Fund Program: Project: Account Strings: KC5162851500 KC5133051500	
G)	Fund Type?	Other: Technology Fund
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Final Draft Master Services Agreement CAI 5-15-19 - signed CAI</a>	5/17/2019	Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	5/14/2019 - 10:55 AM
Budget Services	Guttery, Angela	Approved	5/14/2019 - 11:29 AM
Budget Services	Winton, Peter	Approved	5/14/2019 - 11:37 AM
County Attorney	Lira, Louis C.	Approved	5/14/2019 - 12:34 PM
County Manager	Winton, Peter	Rejected	5/14/2019 - 1:39 PM
County Manager	Brady, Christine	Approved	5/14/2019 - 2:09 PM