



WEST BASIN MUNICIPAL WATER DISTRICT
 17140 S. Avalon Blvd., Suite 210
 Carson, CA 90746

AGENDA NO. _____
<p>MARCH 2, 2009 – Administration Little (Chair), Dear</p> <p>MARCH 23, 2009 – Board Meeting Prepared by: Margaret Moggia Submitted by: Margaret Moggia Approved by: Rich Nagel</p>

ACTION CALENDAR

INFORMATION TECHNOLOGY MASTER PLAN RECOMMENDATION

SUMMARY:

In October 2008, staff described West Basin’s need for an Information Technology Master Plan (Plan). The Plan will focus on the next 3-5 years and address many of the technology decisions necessary to support West Basin’s efficient business operations. The Plan will include, but is not limited to, assessing hardware and software needs, evaluating help desk and network support, determining future technology requirements, enhancing the technology infrastructure, and developing a business continuation plan. The process includes data gathering from the various departments, an assessment of those needs, strategy development, and project prioritization. Taking these steps will lead to a Plan that will help guide West Basin to effectively plan, budget and implement the recommendations. Concurrent to the Plan, West Basin is contemplating a spectrum of ideas to remodel the Donald L. Dear Building. Collaboration between these two projects is essential to ensure an effective and efficient use of technology integration. The Design and Information Technology consultants working with staff will discuss where technology enhancements can be made and the impacts of infrastructure and improvements.

The “Request for Proposals” (RFP) was issued January 8, 2009 with a response date of January 30, 2009. It was distributed to over 50 consultants (many within West Basin’s service area), distributed to the local Chamber of Commerce, posted to the West Basin website and advertised in the local newspapers. West Basin received 13 proposals. The panel consisting of a cross-section of four staff and a representative from the Los Angeles World Airports Office of Information Technology Enterprise Architecture reviewed each proposal for completeness and quality of proposal, firm and key personnel knowledge, project understanding and approach, and associated experience and cost. Based on the review, the panel short-listed to five firms to interview on February 27, 2009.

	Total Possible Points	Avasant	CRG	Client First	Egov	PTI
		Manhattan Beach, CA	Los Angeles, CA	Corona, CA	Miami, FL	Bellevue, WA
Local Business	3	3	0	0	0	0
Proposal Review	60	48	50	50	51	57
Interview	40	28	32	36	29	37
Total Points	100+3	79	82	86	80	94
Price		\$80,225	\$58,215	\$99,964	\$95,375	\$59,900
Hours		590 hours	453 hours	712 hours	632 hours	489 hours
		\$136/hr	\$129/hr	\$140/hr	\$151/hr	\$122/hr
Project Schedule		9 weeks	19 weeks	24 weeks	-	24 weeks

Based on the results of the evaluation, the panel recommends award of a contract to Pacific Technologies Inc. (PTI). PTI's core business is the development of IT master plans and has completed over 100 similar plans for other entities, including public agencies. PTI will provide a comprehensive action plan to assess West Basin's current technology, identify the desired future technology, and provide guidance for achieving those goals. PTI employs a process that elicits input from stakeholders, analyzes spending, and incorporates West Basin's strategic drivers including the Strategic Business Plan and the Donald L. Dear Building remodel.

STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 8, Finance – Manage finances to optimize the public's investment return and minimize risk.

COMMITMENT STATEMENT:

Sound Financial and Resources Management – West Basin is committed to efficient business operations, financial planning, and asset management.

FISCAL IMPACTS:

Funds are included in the Fiscal Year 2008-09 Finance and Support Services Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed at the Administration Committee on March 2, 2009 and recommended for approval at the March 23, 2009 Board meeting.

RECOMMENDED MOTION:

Authorize the General Manager to enter into an agreement with Pacific Technologies Inc. for the development of an IT Master Plan in the amount of \$59,000 plus 10% for contingencies for a total not to exceed amount of \$65,890.

LIST OF EXHIBITS:

EXHIBIT "A" – Detailed Proposal Scoring