

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF MAY 26, 2010

REGULAR MEETING

TO: Ken Humphreys, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

**AGENDA ITEM #2H: APPROVE THE CONTRACT WITH UNICITY TECHNOLOGIES
FOR INFORMATION TECHNOLOGY CONSULTING
SERVICES**

RECOMMENDATION

Staff recommends that the Commission approve the contract with Unicity Technologies to provide IT services to the LAFCO Office and authorize the Chair to sign the final document. There are sufficient funds in the Information Services account of the El Dorado LAFCO 2010-11 budget to fund this contract.

REASON FOR RECOMMENDED ACTION

The attached contract would provide for regular IT maintenance of the LAFCO Office computers and network by qualified technicians.

BACKGROUND

The El Dorado LAFCO Office has been without adequate IT support since March 2008. Throughout this time, the Executive Officer has incorporated IT maintenance as part of his duties, occasionally assisted by the County IT Department. Currently, the LAFCO IT network is both obsolete and potentially vulnerable. Earlier in the year, the Commission concurred with staff that the infrastructure and equipment, which are from 2003 or earlier, needed to be modernized. Staff was directed to use funds from the current fiscal year to upgrade it. In addition, it allocated funds in the fiscal year 2010-2011 to contract for an IT consultant to maintain the new network.

In March 2010, LAFCO staff circulated a request for proposals for IT services seeking a qualified firm to provide IT services to the agency in order to ensure the efficient use and maintenance of LAFCO's computer resources and the security of its data. Specifically, the firm should:

- Provide proactive computer software, hardware and networking support both on site and over the phone.
- Provide preventative maintenance for the computer systems and software, troubleshoot and resolve any system problems.
- Provide routine monthly service to LAFCO computers, including periodic anti-virus updates, spyware removal and related routine preventative maintenance.
- Work with outside computer service or product providers (ISP, vendors, etc.) on LAFCO's behalf to resolve any warranty or service issues.
- Advise LAFCO on backup strategies and new software/hardware purchasing and deployment.

Out of a total of three responses received, Unicity Technologies provided the most comprehensible, suitable, cost effective response to suit LAFCO's current and future needs as the agency migrates to a new environment. LAFCO Counsel has reviewed the contract and staff recommends approval.

Attachments:

Attachment A: Consulting Contract with Unicity Technologies, LLC