



# CITY COUNCIL STAFF REPORT



**September 19, 2023**

## **ITEM TITLE**

**Agreement:** Approve an Agreement with ThirdWave Corporation for the Development of an Information Technology Master Plan

**Report Number:** 23-0210

**Location:** No specific geographic location

**Department:** Information Technology Services

**Environmental Notice:** The activity is not a “Project” as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

## **Recommended Action**

Adopt a resolution waiving the City’s formal competitive bid requirement and authorizing the City Manager to enter into an agreement with ThirdWave Corporation to establish technical and professional services in support of plan development for the City.

## **SUMMARY**

In early 2023, the IT Services Department identified the need to develop a master plan for improvement and security of its information network. Informal research was conducted by leveraging resources available through the Municipal Information Systems Association of California (MISAC). Department personnel identified three vendors (Plante Moran, SDIPresence, ThirdWave) who had provided exceptional strategic planning for other California municipalities, and subsequently engaged in informal discussions with each to assess their capabilities. Services proposals were received from each vendor and, based on demonstrated performance and professional capabilities, the ThirdWave Corporation proposal best answered City requirements. It was determined that based on the quality of the proposed services, and the cost (\$81,000) and risk associated with delay of plan development, IT Services recommends waiving the City’s selection process for professional services pursuant to CVMC 2.56.070.B.3 City Council Waiver, and acceptance of the ThirdWave proposal.

In accordance with CFR Part 200 §200.320 Methods of Procurement and Title 48 CFR part 2, subpart 2.1 this award complies with the Federal Acquisition Regulations threshold for a Simplified Acquisition which is \$10,000 - \$250,000 and allows for an informal procurement method.

### **ENVIRONMENTAL REVIEW**

The Director of Development Services has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a “Project” as defined under Section 15378 of the State CEQA Guidelines because it will not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### **BOARD/COMMISSION/COMMITTEE RECOMMENDATION**

Not applicable.

### **DISCUSSION**

The dynamic nature of the Information Technology industry has resulted in the identification of obsolescence and compatibility issues within the City of Chula Vista’s information systems which support core business functions, processes, and service delivery. Rather than adopt a piecemeal approach to updating that those systems, IT Services has determined that development of a master plan which describes system development over a 3-5 year period is most advantageous. This approach has been applied by a number of other California municipalities, with good results.

Working with resources available through the Municipal Information Systems Association of California (MISAC), IT Services was able to view strategic plans developed for the Cities of Berkeley and Sausalito, among others. These successful plans also led to identification of ThirdWave Corporation, and Plante Moran and SDIPresence Consultants as candidate firms to conduct this work. On further analysis and based on sterling recommendations from several clients and a success record spanning 35 years, ThirdWave emerged as an industry leader in this sector. Their unique, patented *Rapid Workflow* methodology further sets them apart from their competitors, as does their advertised 98.2% plan adoption and funding. Effusive client praise for the direct, continued involvement of a Project Manager with more than 35 years of industry experience offers further rationale for this choice.

### **DECISION-MAKER CONFLICT**

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the 500-foot rule found in California Code of Regulations Title 2, section 18702.2(a)(11), is not applicable to this decision for purposes of determining a disqualifying real property-related financial conflict of interest under the Political Reform Act (Cal. Gov’t Code § 87100, et seq.).

Staff is not independently aware and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision maker conflict of interest in this matter.

### **CURRENT-YEAR FISCAL IMPACT**

The current year fiscal impact of accepting the ThirdWave proposal is \$81,000. All costs related to development of the Information Technology Master Plan will be funded by American Rescue Plan Act (ARPA) funds, consistent with the ARPA Spending Plan approved July 25, 2023.

## **ONGOING FISCAL IMPACT**

The cost of the Information Technology Master Plan is a one-time cost. There is no ongoing financial commitments related to the development of the Master Plan. Any recommendations resulting from the Master Plan that require funding will be considered as part of the annual budget or as a mid-year request for Council consideration.

## **ATTACHMENTS**

1. ThirdWave Proposal

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