



AM 641-2020

Non-Encumbering Contracts to 17 contractors for as needed information technology services

Assembly Work session , December 4, 2020
Sioux-z Marshall, Chief information technology officer
MOA Office of Information Technology (OIT)

What are OIT Non-Encumbering Contracts for As Needed Information Technology Services (ANITA)?

ANITA contracts provide OIT the ability to hire temporary information technology consultants/resources when non-core OIT resources are NOT available.

Examples of how ANITA contracts are used:

- Project Manager for the Property Appraisal software replacement project
- Project Manager for the MLP Technical Separation from the MOA IT infrastructure
- Website Development for Development Services public facing website
- Internal Staff Augmentation for a Database Administrator when we had a vacant position

ANITA Non-Encumbering Contracts

- ▶ No MOA funds are allocated or “encumbered” with an ANITA contract
- ▶ These contracts would be used as-needed to support projects or initiatives that already have an approved funding source.
- ▶ Approved funding sources include operation budget, capital budgets and grants



2020 ANITA Skills - 34 Schedules

Legacy Application Developer	IT Accountant
Application Developer	IT Recruiter
Business Analyst	Trainer
Software Test Engineer	Audio Video Technician
Desktop Analyst	Electronic Security Technician
Network Analyst	SAP Developer
Security Analyst	SAP BASIS System Administrator
System Administrator	SAP Security Administration
Technical Writer	Enterprise Content Manager
Web Developer	SAP Report Developer
Graphic Designer	SAP Data Warehouse Analyst
Mainframe Systems Administrator	SAP Workflow Developer / Administrator
IT Project Manager	SAP Peripheral Applications Administrator
IT Program Manager	SAP Finance/Logistics (FILO) Application Analyst
Database Administrator	SAP Finance/Logistics (FILO) Functional Analyst
Data Analyst	SAP Human capital management (hcm) Functional Analyst
IT Procurement Specialist	SAP Solution Manager Administrator
IT Administrator	PI/PO Analyst

The ANITA RFP Process

- ▶ The RFP is conducted using the MOA Purchasing guidelines.
- ▶ MOA Purchasing Officer reviews and assists with RFP publishing and sample contracts.
- ▶ The RFP committee reviewed and scores proposals (39 proposals reviewed)
- ▶ The RFP committee, recommends award (17 vendors were selected)
- ▶ **Negotiate Contracts - OIT and legal perform the following activities:**
 - a) Each firm identifies the skills their staff can support, the skill level they can support and the time they need to locate and present the skill staff to OIT.
 - b) OIT vets the skills presented by the firm.
 - c) Firm presents hourly rates for as-needed-staff. OIT discusses rates before finalizing the contracts.
 - d) Review and negotiate the terms of the contract.
 - e) OIT creates a skill schedule and associated rates for each firm.
 - f) The skill schedule is used to support business operations.

How do ANITA Contracts work?

1. Identify need for temporary resource
2. OIT sends a scope of work request to all ANITA contract vendors that have the skill schedule that supports the need.

Email Sample below

Dear Vendor,

Identify Resource: Below is a Scope of work for a Senior System Administrator - The need is near term.

Response Timeline: We request a response within 5-7 business days.

Response Details: Your proposal should include the name(s) of the proposed staff, their resume, their relative experience and hourly costs, and their available date for work. If your firm is selected for this request MOA will execute a formal Scope of work (SOW).

Resource Timeline: Jan 22- April 30, 8-5 M-F 40 Hours per week

Identify if work is to be performed on-site or remote

Type and Scope of Duties: System Administrator

Main Focus areas:

- * VMware
- * Exchange O365
- * Windows patching (Servers and Desktop)
- * Microsoft System Center Configuration Manager

Generic Skill from ANITA RFP (Schedule 8), Schedule 8: System Administrator

Also known as: Windows Administrator, Storage Administrator, Mail Administrator, Virtual Server Administrator

Detailed skills listed below...

How do ANITA Contracts work? continued

3. Vendors submit responses to OIT per the timeline and the response details outlined in the request.
4. OIT reviews the ANITA vendor submissions
 - ▶ Comparing the submission to the scope of work
 - ▶ Reviewed resource resumes and references
 - ▶ Compares the cost of the resource. Each vendor has an agreed upon prices schedule for every service. Most vendors have variable pricing based on experience level of resource.
5. OIT interviews qualified candidates
6. OIT select resource and secure funding
7. OIT create a Statement of Work (SOW) for the selected resource and finalizes the SOW with the vendor.
8. PO is then issued that funds and authorizes the work.

The History of ANITA Contracts

- ▶ In 2017 OIT awarded 13 ANITA contracts via the RFP process.
- ▶ The 2017 ANITA were utilized extensively over their 3 one-year terms as various projects and initiative required.
- ▶ 2017 contract non-encumbering value total = \$20.5 million
- ▶ 2017 skill schedules = 29
- ▶ In the first quarter of 2020 OIT issued a new RFP for ANITA contracts expanding on the requested skill sets from 29 to 36 to better align with our current new technologies on the horizon. Anticipating upcoming initiatives and new skills required OIT increased the number of contracts awarded from 13 to 17 and increased the contract not to exceed amounts to align with the longer term (from 3 to 6 years) .

Expect ANITA Resource Demand Increase

- ▶ APD is purchasing a new Computer Aided Dispatch (CAD) System, body camera system, and new phone recording system. These new systems will require ANITA resources to support the short-term implementation demands and timelines.
- ▶ The Transit Department is upgrading all of the systems that support bus routes, communications, customer-facing systems, and bus camera systems. These upgrades will require ANITA resources to support the short-term implementation demands and timelines.
- ▶ Muni.org department website upgrades - ANITA support to expand web application capacity
- ▶ New wireless technologies to support the new mobile workforce demands. Installation and configuration will require ANITA support.
- ▶ MOA Initiative for a comprehensive physical security system (doors, alarms, security cameras) - added skills to support

AM 641-2020

Non-Encumbering Contracts to 17 contractors for as needed information technology services

- ▶ These are non-encumbering “Master Vendor Contracts”.
- ▶ Purchase Orders are the mechanism that actually fund approved and negotiated work requests.
- ▶ Purchase Orders are applied to the Vendor Contract.
- ▶ Vendor contracts are non-encumbering contracts with a Not to Exceed (NTE) amount of \$3,000,000 for the initial 3-year term.
- ▶ 3 one-year term extensions available
- ▶ All contracts are created equal
17 contracts x \$3 million = \$51 million, non-encumbering total
- ▶ If there is a need for additional non-encumbering funds to an ANITA contract within the 6-year term, OIT would request approval of a contract amendment.

Questions?

