



# MUNICIPALITY OF ANCHORAGE

## ASSEMBLY MEMORANDUM

No. AM 641-2020

**SEE AM 641-2020(S)**

**Meeting Date:** November 17, 2020

1      **From:**    Mayor

2  
3      **Subject:** **NON-ENCUMBERING CONTRACTS TO 17 CONTRACTORS FOR AS**  
4                 **NEEDED INFORMATION TECHNOLOGY SERVICES FOR THE**  
5                 **MUNICIPALITY OF ANCHORAGE (MOA), OFFICE OF INFORMATION**  
6                 **TECHNOLOGY (OIT) (RFP 2020P015) (\$51,000,000)**

7  
8      On May 29, 2020, a Request for Proposals (RFP) was posted for As Needed Information  
9                 Technology Agreements (ANITA). The RFP named 33 skill sets, to be split between up to 20  
10          companies. These contracts will provide expertise to augment OIT Staff for short term projects.

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12     Of the 39 proposals received and evaluated, 17 companies were selected for contracts. The  
13          Not To Exceed (NTE) amounts for each contract will be \$3,000,000 for a three-year base  
14          period. The contracts may be extended for an additional three one-year option periods, but  
15          any increase in the amounts must be approved by the Assembly.

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17     Establishing contracts with multiple vendors allows OIT to solicit specific services from the  
18          limited and approved ANITA contractors when non-core or unavailable OIT services are  
19          needed. OIT and other Department IT groups leverage these contracts for technical expertise  
20          that cannot be provided from internal staffing. As a result, these contracts form a strategic part  
21          of OIT service offerings.

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23     ANITA contracts are developed and administered as follows:

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- 25         • Each firm identifies its skill set along with other required information in their RFP response.
  - 26         • The IT Selection Committee scores each proposal.
  - 27         • OIT vets the skills presented by the firm and selects the highest scored proposals.
  - 28         • The number of contractors depends on the minimum number that will provide multiple  
29          sources for each skill.
  - 30         • Hourly rates and other aspects are negotiated for each contract.
  - 31         • OIT creates a skill schedule and associated rates for each firm.
  - 32         • The skill schedule is used to support business operations.

33  
34     Department or OIT identifies a project and fund source

- 35         • Available Staffing is reviewed to support the project.
- 36         • Should OIT need additional resources, responses are competitively solicited from the  
37          ANITA contractors who have the applicable skill set to support the resource need.
- 38         • OIT reviews the responses and decides which Contractor best meets the needs of the  
39          project.
- 40         • A scope of work is issued to the ANITA contractor – to be signed by the contractor and OIT.

- 1     • A Purchase Order is then issued to the ANITA contractor.
- 2

3     The selected companies are as follows:

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- 5       1. Research Development Inc. (RDI)
- 6       2. TEKsystems
- 7       3. Worldwide Technologies (WWT)
- 8       4. Deep Forest
- 9       5. Mainline Information Services
- 10      6. Alaska Communications
- 11      7. General Communications Inc (GCI)
- 12      8. IGNW Consulting Services
- 13      9. Computer Task Group (CTG)
- 14      10. LMJ Consulting
- 15      11. Alcan Electric
- 16      12. AKIT Group
- 17      13. Chariot Group
- 18      14. Peloton
- 19      15. Cogent Infotech
- 20      16. Sierra Digital
- 21      17. 3DI
- 22

23     Based on the above information and attached Department Memorandum, it is recommended  
24     that contracts be awarded to the 17 companies, each in the NTE amount of \$3,000,000 for the  
25     three-year base period with three one-year options for time extensions only. Any increase in  
26     the contract amounts must be approved by the Assembly. The total non-encumbered amount  
27     will be \$51,000,000 for all 17 contracts.

28

29     Prepared by:                   Ronald S. Hadden, Purchasing Officer  
30     Concur:                       Alexander Slivka, CFO  
31     Concur:                       William D. Falsey, Municipal Manager  
32     Respectfully submitted:     Austin Quinn-Davidson, Acting Mayor



# Municipality of Anchorage

***Office of Information Technology***



## MEMORANDUM

Date: October 30, 2020

**TO:** Ron Hadden, Purchasing Officer, Purchasing

**THROUGH:** Sioux-z Marshall, Chief Information Technology Officer, OIT

**FROM:** Gail Turner, IT Business Manager, Information Technology

**RE:** RFP 2020P015 for As Needed IT Professional Services

**SUBJECT:** Recommendation to Award for RFP 2020P015

The Office of Information Technology (OIT) recommends awarding seventeen (17) contracts for RFP2020P015 to the following proposers :

Research Data inc. (RDI)	LMJ Consulting
TekSystems	Alcan Electric
World Wide Technologies (WWT)	AKITGroup
Deep Forest	Chariot Group
Mainline Information Services	Peloton
Alaska Communications	Cogent Infotech
General Communications Inc (GCI)	Sierra Digital
IGNW Consulting Services	3DI
Computer Task Group (CTG)	

These were the 17 highest scoring vendors who proposed and were scored and evaluated by the seven (7) member evaluation committee.

OIT is currently finalizing the contract terms and conditions with all vendors and expects to have valid contracts prepared to be signed upon Assembly approval.

RFP2020P015 allows for the award of up to 20 contract(s) for 3 years with 3 annual optional renewal years.

These are to be a non-encumbering "Master Vendor Contract". Purchase orders will be issued against this contract up to the Not to Exceed (NTE) amount of \$3,000,000.

Each contract will have a 3-year initial term and 3 one-year options to renew. The initial 3-year term and option years will have a not-to-exceed amount of \$3,000,000.

Please contact me at 343-6955 with any questions.



# Municipality of Anchorage

**Office of Information Technology**



## MEMORANDUM

**DATE:** November 2, 2020

**TO:** Ronald Hadden, Purchasing Officer, Purchasing

**THROUGH:** Sioux-z Marshall, Chief Information Technology Officer, OIT

**FROM:** Gail Turner, OIT Business Manager *AGT*

**SUBJECT:** Assembly Approval for Information Technology Professional Services contracts for RFP2020P015

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The Office of Information Technology (OIT) requests approval for Information Technology Professional Services for As Needed Information Technology Agreements (ANITA) contracts.

ANITA contracts allow OIT to conduct multi-sourcing. Multi-sourcing is the concept of working with multiple suppliers – who are also competitors – in a trusted and collaborative effort. This is a very common practice in the Information Technology industry.

Establishing contracts with multiple vendors allows OIT to request for services to the limited and approved ANITA contractors, when non-core OIT services are needed.

An example of non-core IT service request:

- OIT is required to upgrade the wireless network technology
- OIT core team is not familiar with the new technology
- OIT sends a request (scope of work) to the ANITA contract holders – seeking a short-term resource to help us do the initial setup and installation of this new technology.
- OIT reviews the ANITA responses and selects the most cost-effective resource that can perform the scope of work.
- Once the technology is installed, the short-term contract resource would no longer be needed and the OIT core team will then take over operations.

### Background:

In 2017 OIT awarded 13 contracts for As Needed Information Technology Agreements (ANITA) through an RFP process. These contracts were used extensively over their 3-year term as various projects and initiatives required IT resources that were not available with internal IT staff expertise or staffing levels. For example, these contracts were heavily leveraged to support the technical requirements of the MLP sale to transition the MLP network and infrastructure to Chugach Electric Association.

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The 2017 ANITA contracts were for 3 one-year terms, and they expired in September of 2020. To replace these contracts, OIT issued a new RFP for ANITA contracts (RFP2020P015) in the first quarter of 2020. With this RFP, OIT expanded on the requested skill sets from 29 to 36 to align with our current technology environment and we increased the number of contracts awarded to improve the capabilities to attain these specialized skills as needed (from 13 contracts to 17 contracts).

OIT and other Department IT groups (APD and AFD) leverage these contracts for technical expertise that we may not have or cannot provide timely with internal staffing. These contracts have increased the ability for OIT and other departments to deliver more technology projects and to maintain required support levels when we have vacancies in critical staffing roles. These contracts extend our capabilities as needed to support our Customer's technology requirements improving OIT's overall service capabilities. Therefore, we consider these contracts a strategic part of our service offerings and request Assembly approval to enter into them.

This is how we use the ANITA contracts:

1. When negotiating 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
2. Business or OIT identifies a project and fund source
  - a. Project is reviewed
  - b. Staffing is reviewed to support the project
  - c. When OIT needs additional resources, a "request for services" is sent to all ANITA contact holders that have the skill schedule to support the resource need.
  - d. All requests have a specified response timeline.
  - e. Each ANITA contract holder will respond with a resume(s) for their staff that can meet the need of the service request.
  - f. OIT will review the responses, evaluate which resource best meets the needs of the project.
  - g. A scope of work will be issued to the ANITA contractor – signed by the contractor and OIT.
  - h. A purchase order is then issued to the ANITA contractor.

IN 2020, OIT will have an annual spend of ~ \$3.5 million using the existing ANITA Contracts. In 2020, the ANITA contracts also supported IT efforts with MLP, AFD, APD, and the Clerk's Office. This additional spend on ANITA contracts by these other departments is estimated to be ~\$3,million. Therefore, ~\$6.5 million will be spent using the ANITA contracts in 2020.

The new ANITA contracts have new services that will support network security, security cameras and video production equipment.

The current ANITA contracts will be with the following 17 firms:

1. Research Data Inc. (RDI)
2. TEKsystems
3. Worldwide Technologies (WWT)
4. Deep Forest
5. Mainline Information Services
6. Alaska Communications
7. IGNW Consulting Services

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- 8. General Communications Inc (GCI)
  - 9. Computer Task Group (CTG)
  - 10. LMJ Consulting
  - 11. Alcan Electric
  - 12. AKIT Group
  - 13. Chariot Group
  - 14. Peloton
  - 15. Cogent Infotech
  - 16. Sierra Digital
  - 17. 3DI

Each contract will have a 3-year initial term and 3 one-year options to renew. The initial 3-year term will have a not-to-exceed amount of \$3,000,000.

The ANITA contracts are a non-encumbering “Master Vendor Contracts”.

The customer point of contact is Gail Turner at 343-6955.

Non-Encumbering – Various Accounts BY2020-2023 Not to Exceed \$3,000,000 per contract or \$51,000,000 for the initial 3-year term for all 17 contracts.