



Announcement of Request For Proposals

The City of Sedalia is soliciting Proposals from qualified Information Technology consultants to assist in developing a Strategic Information Technology Plan for the City of Sedalia.

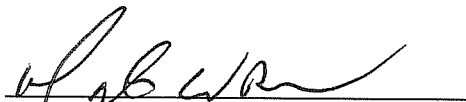
In general the City is looking to address needs in areas such as but not limited to;

1. OS upgrade and migration
2. data storage
3. disaster recovery
4. virtualization
5. technical support
6. backup and recovery

Interested parties may obtain a copy of the Request from the Office of the City Clerk, City of Sedalia, 200 S. Osage Ave., Sedalia, MO 65301

Technical questions may be directed to the Office of the I.T. Manager, City of Sedalia, 200 S. Osage Ave., Sedalia, MO 65301.

Sealed proposals are due to the City Clerk's Office by 3:00 p.m. on Friday January 20th, 2012. Properly submitted bids will be opened at 3 p.m. on Friday January 20th, 2012 in the Mayor's Conference Room.



Monte Richardson, I.T. Manager





City of Sedalia

Request For Proposal

Information Technology Consultant
For
Development of Strategic Plan

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City of Sedalia

Request For Proposal

Information Technology Consultant

For

Development of Strategic Plan

The City is seeking the assistance of an information technology consultant to assist in the development of an IT oriented strategic plan.

Introduction

The City of Sedalia desires to engage the services of an information technology consultant in order to provide assistance in developing a Strategic Plan as it relates to computer infrastructure, management, and other related subjects. This RFP includes an overview of the City's initial development of IT resources and current network environment. Potential consultants are encouraged to solicit more information as needed to determine an accurate response to this RFP.

History and Current Infrastructure Review

The City of Sedalia employs approximately 250 people on a full time basis. Of those approximately half utilize computer resources. This percentage has consistently grown as the City brings on more technically proficient employees and utilizes a broader spectrum of software and services.

The City's infrastructure includes approximately 100 workstations, 20 laptops, 10 servers, 15 switches, and 5 firewall appliances spanning seven sites. The vast majority of the City's current IT resources are Windows XP and Server 2003 based machines operating in a single domain with Active Directory. Current IT staff is comprised of a full time IT Manager with 4 years' experience and various CompTia and Windows Server 2003 certification courses. The City also contracts for a technician grade assistant providing hardware support three days per week. Some aspects of proprietary applications are maintained on an as-needed basis by department specific personnel.

Pre 2006 Environment

Prior to 2006 the City employed an inefficient decentralized approach to IT provisioning and computer usage. Each department was responsible for development and procurement of its own IT resources. This caused a dramatic difference and inconsistent provisioning of computer resources throughout the City.

Initial Strategic Plan – In 2006 the City underwent the process of developing a Strategic Plan. That plan was implemented and for the most part completed three years later. The City began to pool and centrally manage computer resources. A relatively simple Active Directory domain was put into place with primary and redundant DC's, Exchange 2003 was implemented with almost 200 mailboxes. SQL Server and centralized file storage were also implemented.

Storage – The City current employs a silo'd storage architecture. Several segregated special purpose servers have significant amounts of excess storage while network wide resources are at less than optimal levels. Total storage capacity is approximately 7TB with 3.5TB+ being used. Data growth is hard to predict at the present time with the addition of two significant projects. Three years ago data growth was at 5 GB per month. Eighteen months data growth was at 10GB. Over the last six months data has grown by an average of 140 GB per month.

Backup – The City currently employs Symantec Backup Exec 2010. Full backups run once a week and differentials are run nightly. Differentials were chosen to ensure recovery points. Six consumer grade 1TB external Ethernet drives are used as backup repositories. Two remote sites are included in the backup plan. There is no deduplication or disaster recovery.

Environment – The City is for all intents and purposes a Windows environment. As mentioned before Server 2003 R2 is the predominant server architecture. Windows XP is the dominant desktop OS. The City has begun to deploy Server 2008 R2 and Windows 7. Over the last 6 years various implementations of SQL Express, 2005, and 2008 have been put in place across the environment. The City has grown dependent on SQL for police and finance records and expects it to continue to be a major factor in the growth of the City's computer infrastructure.

The City is predominantly a Dell shop. Of the 12 servers that the City has, 9 are Dell PowerEdge 2910/710's. The City's hardware replacement plan is to replace servers at 4 years of age as the replacement cost vs support cost becomes an issue. Workstations are slated to be replaced at 3-5 years of age depending workload. Support contracts are purchased for 3 years.

General Components of the Strategic Plan – In general the City is looking to address needs in areas such as but not limited to;

1. OS upgrade and migration
2. data storage
3. disaster recovery
4. virtualization
5. technical support
6. backup and recovery

Presentation of Findings / Strategic Plan – The successful bidder will be required to present their findings and Strategic Plan in whole or part to members of the senior administrative staff, Mayor and the City Council. Questions, including return on investment, total cost of ownership, cost effectiveness, suitability for the existing and foreseeable future environment and culture, etc. should be anticipated and incorporated into materials and presentations. Generalized Budgetary Costs may be requested on various components of the Plan.

Company Profile / Customer References – Applicants must submit;

A company biography - that includes qualifications and/or experience of those individuals that would be assigned to assist the City in identifying its needs and constructing the general plan on how to implement those suggestions. Likewise, technical staff qualifications and experience as they relate to providing the technical background of the plan should be included.

References - demonstrating successful consulting projects in the last two years dealing with local governments with approximately 250 computers/servers and 6-10 TB of gross server storage, or otherwise dealing with strategic planning including integration of application(s) platforms and work flows in a Windows environment, efficient and effective utilization of resources across various departments and remote offices, etc.

Charges – Proposals must include a proposed charge for consultant's services, either flat rate or hourly with a cap.

Submissions – Pursuant to City Purchasing Policy, responses to this RFP must be sealed and submitted either in person or by mail by 3pm Friday January 20th, 2012. No electronic submissions are allowed. Sealed bids will be opened at 3:30pm on Friday January 20th, 2012 in the Mayor's Conference Room. The City of Sedalia reserves the right to reject any and all proposals submitted and further reserves the right to accept the proposal deemed most advantageous to the City.

Timetable – The successful candidate will be expected to begin consultation and analysis of the existing environment by 01/30/12 and be ready for Administrative/Council review and presentations in approximately 45 days.

Grading Criteria – Applicants will be judged on:

- Thoroughness of submitted documentation.
- Company resources and experience.
- References
- Cost

Point of Contact – Prospective consultants are encouraged to solicit information from the City in order to prepare their response to this RFP. The points of contact for this RFP are;

IT Manager Monte Richardson	City Administrator Gary Edwards
IT Manager, City of Sedalia	City of Sedalia
200 S. Osage Ave.	200 S. Osage Ave.
Sedalia MO, 65301	Sedalia, MO 65301
Phone: 660-827-3000 x114	Phone: 660-827-3000 x145
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mrichardson@cityofsedalia.com	gedwards@cityofsedalia.com

Summary

The City of Sedalia has been a focal point for commerce and manufacturing in the area for 150 years. The City's Staff has risen to meet many challenges during those times. At the present time there is a shift occurring from antiquated manual methods of amassing and managing information to integration into more modern methods and technologies. Police and Finance departments are transitioning from "green screen" terminal operations to Windows GUI applications. The City is embracing GIS technologies in mapping key components of infrastructure and calls for service. The City is also looking at improving its web presence.

The City made its first real investment in technology in 2006 with a Strategic Plan that paved the way to centralized computer services, comprehensive and integrated management of physical resources, and provisioning staff with computer services that enabled communication and effective data sharing.

That infrastructure has grown to the point where it has become necessary for the City to look for the "next step" in its technology journey. Virtualization, Storage, Wide Area Network Connectivity, and many other issues need to be looked at and evaluated for how they should or should not be considered in providing quality technology resources to staff and citizens alike. The resulting Strategic Plan should assist the City Staff and Elected Officials in forging a vision of how technology will allow the City to serve its "customers", the citizens of Sedalia and the surrounding communities, in a cost effective manner for the next 5 years.

Monte Richardson, IT Manager
City of Sedalia
200 S. Osage Ave.
Sedalia, MO 65301