




Florida's Dynamic
Waterfront Community

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

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MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM:  Scott Evans, Interim Executive Director, CRA

COPY: J. Michael Haygood, CRA Attorney

DATE: November 13, 2019

SUBJECT: Approval of a Professional Services Agreement with Constant Computing, LLC (Constant Computing) for the Overall Maintenance of the Agency's IT Infrastructure.

REQUEST FOR BOARD ACTION

The RBCRA staff is requesting the Board of Commissioners to approve and authorize the Chairperson to execute a Professional Services Agreement with Constant Computing, LLC, as the firm that was deemed the highest and most responsive respondent for RFP 2019-03 seeking professional IT services and computer support for the Agency.

BACKGROUND

On June 9, 2016, the Agency entered into a one year professional service contract with Constant Computing, LLC for professional IT services and computer support. . In June 2017, the contract was modified and extended to the end of the fiscal year. On September 5, 2017, the Board approved an extension of the agreement to September 30, 2019. On July 2, 2019, the Agency published RFP 2019-03 seeking IT firms to provide IT services and hardware support. The RFP was published in the Palm Beach Post, Demand Star and the Agency's website. The Agency received five qualified respondents to the RFP and Constant Computing, LLC was deemed the

highest and most responsive respondent.

RFP & REVIEW PROCESS

A mandatory pre-submission meeting was held on July 24, 2019. Interested companies were provided all necessary information pertaining to the IT functions of the RBCRA in order to complete their submissions. Evaluations of the written submissions were held on August 8, 2019 by the evaluation committee. The evaluations were scored and the top three respondents were identified. The top three respondents were invited to complete an interview and presentation to the evaluation team. The evaluation team consisted of RBCRA staff Andre Lewis, Tamara Seguin, Neimah Spence, Sherley Desir, and City IT staff Marcello Wyllem, Dorian Portobanco, and retired IT Director Stephan Hunt.

BUDGETARY IMPACT

The Agency seeks to enter into a contract with Constant Computing LLC, for a term of two years with a one year option, in the yearly amount, which will be funded from the FY2019/2020 amended budget. This change will reallocate \$31,802.60 to the IT services line item and decrease the administrative professional services line item by the same. The contract is not to exceed \$85,140.00 with a 9% contingency not to exceed \$92,802.60 (see attached fee schedule).

SECURITY & ENHANCEMENTS

RECOMMENDATION

Staff recommends approval of the agreement with Constant Computing, LLC to provide IT Services for a period of two years with a one year option upon the terms as stated in attachment A.

ATTACHMENT A