




## 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:** March 12, 2020

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

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### REQUEST FOR BOARD ACTION

The RBCRA Staff is requesting the Board of Commissioners to approve a modification to the Professional Services Agreement with Constant Computing, LLC, as the firm is providing professional IT services and computer support for the Agency during the determination of the most economical and efficient manner to provide IT services.

### CURRENT STATUS

The Board requested that Staff explore the option of receiving IT services by the City's IT Department. The Board also requested that the term of the contract be extended during this period. The Agency has had several meetings with the City's IT Department and has provided a comprehensive list of the Agency's hardware and systems operation. The Agency is awaiting an itemized report from the City's IT Department detailing itemized costs, operational and service costs and a forecast schedule of the Agency migrating to the City's IT system.

### 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 ranked and most responsive respondent. On November 13, 2019, this item was brought before the Board for approval.

### **BUDGETARY IMPACT**

The Agency seeks to modify the existing contract with Constant Computing, LLC, to extend the for a term of sixty days and to increase the budget by \$14,160.00.

### **RECOMMENDATION**

Staff recommends approval to modify the existing agreement with Constant Computing, LLC to provide IT Services for a period of an additional sixty days. This time will allow for final determination and direction from the Board and an allowance for time to complete the migration period to the City's system if that decision is made.