



MEMORANDUM

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

FROM: Jonathan Evans, Interim Executive Director, CRA

COPY: J. Michael Haygood, CRA Attorney

DATE: September 16, 2020

SUBJECT: Approval of an Interlocal Agreement between the Community Redevelopment Agency and the City of Riviera Beach to Provide the Service and Maintenance of the Agency's IT Infrastructure

REQUEST FOR BOARD ACTION

The Resolution is requesting the Board of Commissioners to approve an Interlocal Agreement between the CRA and the City of Riviera Beach for information technology services and computer support at an annual cost of \$78,000.00, plus \$232,900 for migration and start-up expenses, including needed hardware, software, and other IT security requirements.

BACKGROUND

On April 22, 2020, the Board of Commissioners considered a three-year contract with the private consulting firm Constant Computing resulting from the solicitation process issued for information technology services and following a preliminary review of an alternative to have information technology services provided by the City of Riviera Beach. The Board directed staff to negotiate an Interlocal agreement with the City's Information Technology Department (IT) to provide the requested services. The CRA Staff and City IT had several meetings in response to the Board's direction, with CRA Staff providing detailed information sufficient to receive a proposal for services from the City's Information Technology Department. The Information Technology Department provided a cost of \$78,000 for the next year's maintenance and support services.

BUDGETARY IMPACT

Staff is proposing to budget \$78,000 for IT services for FY 2020 -2021. This amount will be paid to the City's IT Department once notice has been provided that they are ready to begin providing IT services. The CRA will retain its existing IT Services consultant, Constant Computing, on a month-to-month basis until the City notifies the CRA that they are ready to begin IT support and maintenance services. The CRA will also incur startup costs of an estimated \$232,900.00 to cover the migration process along with the purchase of new equipment. These costs will be paid by the

City of Riviera Beach and reimbursed by the CRA on a quarterly basis consistent with the CRA's approved FY2020 - 2021 Budget.

SUMMARY

The IT services will be provided by the City to the following CRA sites: the Administrative Office located at 2001 Broadway, the Clean and Safe Ambassador Office on Blue Heron, and the Marina Village Event Center. If the location of the CRA's various offices changes, the new locations will be supported by the City under the terms provided in the Agreement.

RECOMMENDATION

Staff recommends approval of an Interlocal Agreement between the Community Redevelopment Agency and the City of Riviera Beach to provide the service and maintenance of the Agency's IT infrastructure for a period of three years with a one-year option for an annual maintenance cost not to exceed \$78,000 and a one-time startup fee of \$232,900 for the purchase of equipment, new computers, various software, firewall installation, anti-virus installation, patching and other migration expenses.