



**CITY OF WASHINGTON, ILLINOIS**  
**City Council Agenda Communication**

**Meeting Date:** December 02, 2019

**Prepared By:** Ray Forsythe, City Administrator *RF*

**Agenda Item:** IT RFP

**Explanation:** The City of Washington issued an RFP for Comprehensive Information Technology Services on October 9<sup>th</sup>, with responses due on November 8<sup>th</sup>. The RFP included the following:

*The City of Washington seeks proposals for information technology consulting services to assess the City's information technology program and infrastructure, provide information technology support services, and develop short-term recommendations and a five-year strategic plan. The City seeks a multi-year contract beginning January 1, 2020. Contract goals include: 1) an independent, comprehensive assessment of the City's technology infrastructure; 2) tactical recommendations for improvements; 3) actual information technology support services; 4) training of staff as systems are deployed; and 5) a strategic plan that addresses all major aspects of information technology for the next five years.*

Seven (7) proposals were submitted. The current IT provider did not respond. An internal team made up of Ray Forsythe, Joanie Baxter, Jon Oliphant, Kent Henderson, and Kevin Schone and 1 City Council Member, Todd Yoder reviewed the submittals and chose 3 firms to interview. Those interviews took place during the weeks of November 18<sup>th</sup> and 25<sup>th</sup>. The consensus of the group was to choose IT 360 out of Peoria. The group felt their proposal aligned best with the needs of the City, was most responsive to overall services provided under a monthly fee and their current list of customers included cities, and other governmental entities including sanitary, park, police and fire departments.

**Fiscal Impact:** \$4,710/month which will be allocated by employee/department for budgeting purposes. Sufficient funding is available throughout the various cost centers: Water; Sewer; L/A; Streets and Police.

**Recommendation:** The City Administrator and the review team recommend IT 360. We received very positive references by The Village of Morton, Washington Park District and the Greater Peoria Sanitary District.

**Action Requested:** Authorization of the City Administrator to enter into an agreement with IT 360.