

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
DECEMBER 21, 2010 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS — INFORMATION TECHNOLOGY STRATEGIC PLAN	◆ RESOLUTION ORDINANCE RECEIVE/FILE	SHEILA LINDBERG FINANCE DIRECTOR

**SYNOPSIS**

A resolution has been prepared authorizing the advertisement of requests for proposals (RFP) for an Information Technology Strategic Plan for the City of La Vista.

**FISCAL IMPACT**

The FY 10/11 Capital Improvement Program contains funding for the technology analysis. No funds for these services will be committed until a contract has been approved by Council.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The City's strategic plan identifies the need to have an outside resource complete an analysis of the City's existing information technology and develop an information technology (IT) strategic plan.

This IT Strategic Plan will be utilized to identify and prioritize future investments in technology supportive of the City's evolving technology needs.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR AN INFORMATION TECHNOLOGY STRATEGIC PLAN.

WHEREAS, the Mayor and Council have determined that it is desirable to take proposals for an information technology strategic plan; and

WHEREAS, the Finance Director has prepared specifications for the request for proposals; and

WHEREAS, the FY 2010/11 Capital Improvement Program budget provides funding for such professional services.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the advertisement for request for proposals and the City Clerk is hereby authorized to advertise for the proposals in accordance with the specifications prepared by the Finance Director, and said sealed proposals are to be opened publicly at 10:00 a.m. February 4, 2011, at City Hall, 8116 Park View Blvd., La Vista, Nebraska 68128.

Publish Notice	January 6, 2011
Open Proposals	February 4, 2011, 10:00 a.m.
Tentative Award Date	April 19, 2011

PASSED AND APPROVED THIS 21ST DAY OF DECEMBER 2010.

CITY OF LA VISTA

---

Douglas Kindig, Mayor

ATTEST:

---

Pamela A. Buethe, CMC  
City Clerk

**REQUEST FOR PROPOSALS**  
**INFORMATION TECHNOLOGY STRATEGIC PLAN**  
**CITY OF LA VISTA, NEBRASKA**

Advertisement of Bids:	January 4, 2011
Bid Opening:	Friday, February 4, 2011 La Vista City Council Chambers 8116 Park View Boulevard 10:00 a.m.
Award of Contract:	April 19, 2011

Sealed proposals will be received until 12:00 p.m. local time on February 4, 2011, at the La Vista City Hall, 8116 Park View Boulevard, La Vista, Nebraska. Bids received after this time will not be accepted. This RFP is issued by the City of La Vista. All correspondence, questions and additional information regarding this RFP must be presented in writing and addressed to City of La Vista, Attn: City Clerk Pam Buethe, 8116 Park View Boulevard, La Vista, Nebraska, 68128, or electronically to [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org). Proposals should be addressed as follows:

**City of La Vista — Sealed Proposal for IT Strategic Plan**  
Attn: City Clerk  
8116 Park View Boulevard  
La Vista, NE 68128-2198

The City of La Vista reserves the right to reject any and all bids and to waive informalities or irregularities in the bidding or any bid, and at any time to negotiate with the various proposers when such is deemed by the City to be in its best interest. The right is also reserved to accept or reject any part of a proposal.

As required by State law, the Proposer shall not discriminate against any employee or applicant for employment, to be employed in the performance of the work described herein, with respect to their hire, tenure, terms, conditions, or privileges of employment, based on their race color, religion, sex, disability, or national origin.

The City of La Vista is seeking a qualified firm to submit proposals for:

1. Information Technology Strategic Plan

## INSTRUCTIONS TO PROPOSERS

1. The Proposer shall include in his/her Proposal a signed statement certifying that the services being offered do or do not meet the Scope of Work supplied with the call for Proposals. In addition to said statement, the Proposer must provide sufficient data on the services being offered to enable the City Council to determine the grade and/or quality of the services being offered. In every case, Proposer shall indicate where the services being offered vary from the supplied specification.
2. **PROPOSALS SHALL BE SUBMITTED WITH ONE (1) ORIGINAL AND TWELVE (12) COPIES.** All Proposals shall be submitted with original ink signatures by the person authorized to sign.
3. Erasures, interlineations or other modifications in the Proposal shall be initialed in original ink by the authorized person signing the Proposal.
4. In the case of errors in extension of prices in Proposal, the unit price will govern.
5. When a pre-Proposal conference is scheduled, all prospective Proposers are urged to have a representative present. In any case where this is not possible it is the Proposer's responsibility to make certain that any information disclosed at the conference is considered when preparing a Proposal. Under no circumstances will the City consider making an adjustment in Scope of Work or Fee Amount after Proposals are opened based on the Proposer's ignorance of information disclosed at the Proposal conference.
6. Any Proposer may withdraw his/her Proposal, either personally or by written request, at any time prior to the closing time for receipt of Proposals.
7. All amendments to Proposals must be signed and returned to the City Clerk with the Proposal on the specified due date and time.
8. Proposals received after the scheduled closing time for receipt of Proposals will be returned, unopened, to the Proposer(s).
9. All Proposals may be rejected if the City Council determines that rejection is in the public interest.
10. The City reserves the right to waive any informalities in accepting and evaluating Proposals.
11. If a person contemplating a Proposal for a proposed contract is in doubt as to the true meaning of any part of the Proposal documents, or finds discrepancies in or omissions from said documents, he/she shall submit to the office of the City Clerk of the City of La Vista a written request for an interpretation or correction thereof. The person submitting the request shall be responsible for its prompt delivery.

12. It is the responsibility of all Proposers to examine the entire set of Proposal documents and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy prior to submitting a Proposal. The proposer is required to insure that the documents received through any electronic method or Bid posting service are complete. Negligence in preparing a Proposal confers no right of withdrawal after due date and time.
13. Questions regarding the Scope of Work received less than five business days before the Proposal opening shall not be answered. Any interpretation or correction of the proposed documents will be made only by addendum, duly issued, and a copy of such addendum will be mailed or delivered to all who are known to have received a set of Proposal documents. The City of La Vista is not responsible for any other explanations or interpretations of the proposed documents.
14. Any addenda will be posted on the City's website [www.cityoflavista.org](http://www.cityoflavista.org). Each Proposer may ascertain prior to submitting his/her Proposal that he/she is in receipt of all addenda issued by telephoning the City Clerk's office at (402) 331-4343. Proposer shall acknowledge all addenda in accordance with the instructions on the Proposal.
15. Failure on the part of the Proposer to comply with all of these instructions may result in Proposal rejection by the City Council.
16. All Proposal prices shall be guaranteed by the Proposer to remain unchanged for a period of six months (180) days from and including the date of the Proposal opening.
17. The Proposal specifications shall take precedence in any situation where the instructions to Proposer and the Proposal specifications are contradictory.
18. The City of La Vista and vendors will use their best cooperative efforts to resolve disputes arising in the normal course of business at the lowest organizational level between each party's staff with appropriate authority to resolve such disputes. When a dispute arises which cannot be resolved in the normal course of business, the authorized persons shall notify the other of the dispute, with the notice specifying the disputed issues and the position of the party submitting the notice. The authorized persons shall use their best good faith efforts to resolve the dispute within five business days of submission by either party to the other of such dispute notice.
19. All known subcontractors to this project must be identified in the submittal. No subcontract will be construed as making the City a party of or to such subcontract, or subjecting the City to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the Independent Contractor of liability and obligation under this contract; and despite any such subletting; the City shall deal through the Independent Contractor. Subcontractors will be dealt with as workmen and representatives of the Independent Contractor.
20. Any proposer objecting to the recommendation of award, rejection of a proposal, solicitation procedures of an RFP, or any portion thereof, must submit a written protest to the City Clerk. This protest must be submitted prior to the City Council meeting at which the

recommendation is on the agenda for award or rejection. The protest must be filed with the City Clerk within three business days from notification of the recommendation.

21. If the City is unable to successfully negotiate a contract with the highest rated proposer, the City may, begin negotiations with the next highest rated proposal, cancel that RFP and resolicit or completely cancel the RFP.

## **ADDITIONAL REQUIREMENTS**

Notwithstanding anything in these specifications to the contrary:

1. Purchase Order. The City of La Vista (“City”) shall issue a purchase order to the successful bidder (sometimes referred to as “supplier”) that contains “Terms of Purchase,” a copy of said terms being included with these bid specifications and incorporated herein by this reference, subject to any modifications as the City determines in its sole discretion are necessary or appropriate. By submitting its bid, each bidder agrees to be bound by all terms and conditions of said purchase order if it becomes the successful bidder.

2. Payment. Payment for services under the contract will be processed within 45 days after completion and receipt of all documentation and information required by the City. The purchase price quoted by supplier in its bid shall include all requirements and deliverables and, when paid, shall constitute full, final and sufficient consideration and satisfaction from the City, and the supplier shall not seek, nor shall the City pay, any additional consideration, charges or amounts.

3. Taxes. Purchases by the City are exempt from the payment of federal excise taxes and Nebraska sales and use taxes and all such taxes shall be excluded from bids. Tax exemption certificates will be provided upon request.

4. Bankruptcy/Insolvency. Supplier agrees that it shall immediately notify City, and City shall have the option to immediately terminate any agreement (without any cost, expense or obligation) with supplier, in the event that supplier makes an assignment for the benefit of creditors, files a petition under any bankruptcy or insolvency code or law, is determined to be insolvent or bankrupt, or petitions for an order for similar relief, petitions or applies to any tribunal for appointment of any receiver or any trustee, or as a debtor in possession, of supplier, or of any such vendor or manufacturer, under any reorganization, arrangement, readjustment of debt, dissolution or liquidation act, code or law of any jurisdiction, whether now or hereafter in effect, or if there is commenced any of the foregoing actions against the supplier or any such vendor or manufacturer, and it is not dismissed within 30 days of such filing.

5. Nonwaiver. Acceptance of the strategic plan or payment of the contract price by City shall not constitute a waiver of any claims of City arising out of (i) any unsettled claims or disputes arising out of any contract requirements; (ii) faulty or defective work first noticed by City after delivery; (iii) failure of the plan to comply with the requirements of any contract requirements; or (iv) any special warranties, maintenance or guarantees required by the contract.

6. Assignment. The successful bidder agrees that it shall not transfer or assign any performance, right or obligation arising out of or resulting from its agreement with the City without the prior written consent of the City.

7. Survival. All provisions of these bid specifications or supplier's bid that by their terms require or provide for continuing performance shall survive delivery and final payment until fully performed.

8. Modifications. Bidder understands, acknowledges and agrees that no employee, agent or representative of the City has any authority to make any representations, statements, warranties, agreements or modifications to, of or regarding these specifications or any contract of the City without the written approval of the City Administrator; provided, however, that any representation, statement, warranty, agreement or modification that has any actual or potential impact to the City of more than \$5,000 shall require the prior written approval of the Mayor and City Council of the City of La Vista.

9. Fair Labor Standards. Pursuant to Neb. Rev. Stat. Section 73-102, by submitting a bid, supplier hereby represents and certifies to the City of La Vista that supplier is complying with, and will continue to comply with, fair labor standards in the pursuit of its business and, if supplier is the successful bidder, in the execution and performance of the contract on which it is bidding; and in the execution and performance of said contract, fair labor standards will be maintained.

## TERMS OF PURCHASE

1. This order may be accepted only upon the terms and conditions set forth herein. Buyer's bid specifications and Seller's bid proposal are incorporated into this order by this reference. When accepted, this order, Buyer's bid specifications and Seller's bid proposal constitute the complete and final agreement and understanding of the Buyer and Seller respecting the goods and services specified; provided, however, that, in the event of any conflict, ambiguity or inconsistency among or between any terms or conditions of this order, the bid specifications and/or the bid proposal, the interpretation resulting in the greater quality shall prevail and the Seller shall provide such greater quality; and provided, further, however, by way of specification and not limitation, that any term or condition contained in any bid proposal, estimate, confirmation, invoice or other document submitted by Seller that is of lesser quality than, or otherwise is less than what is required by, any term or condition of Buyer's bid specifications, shall not be or become a part of this order unless specifically, separately and expressly agreed to in a writing signed by Buyer and Seller, and any such term or condition proposed by the Seller is hereby objected to and any acceptance of Seller containing any such term or condition, or any additional or different term or condition, is hereby rejected. Any term or condition of the bid specifications or this order that requires any continuing or ongoing obligation or performance of Seller beyond delivery of goods or services shall survive and continue after delivery.

2. It is understood that time is of essence under this order. Buyer, in addition to other rights and remedies it may have, shall have the option to, by written notice, terminate this order in whole or in part if Seller fails to make delivery of the goods or services within the time specified in the bid specifications (or any extension thereof by written amendment to this order). Seller shall make no partial deliveries hereunder unless Buyer consents thereto in writing.

3. All shipments are to be made F.O.B. destination, freight prepaid by Seller at its sole cost and expense, to receiving point at the La Vista City Hall, La Vista, Nebraska, unless otherwise indicated on this form. Seller shall have title and risk of loss until goods and services are delivered by Seller and inspected and accepted by Buyer. Payment shall be made no later than 45 days after delivery, which payment shall be contingent on Seller providing such documentation or other information as Buyer deems necessary or appropriate. The purchase price shall be full and final consideration for the goods and services under this order, and Buyer shall not be liable for any additional charges or amounts. Delivery shall occur when all manufacture, assembly, training and testing are completed in accordance with the bid specifications, and title and possession is given, without any shortage, defect or nonconformance, to the satisfaction of Buyer, and Buyer accepts the same; provided, however, that Buyer shall have the option to accept delivery, notwithstanding any shortage, defect or nonconformance, and offset an appropriate amount against the purchase price for Seller to correct the same.

4. All goods and services purchased hereunder shall be subject to inspection by the Buyer at all times and places, including, but not limited to, the periods of manufacture, assembly and testing. Notwithstanding any prior or partial inspection or payments hereunder, items shall also be subject to final inspection prior to acceptance. No inspection or test shall relieve the Seller from responsibility for defects or other failure to meet the requirements of this order unless otherwise agreed to by Buyer in writing.

5. Seller warrants that all goods and services delivered hereunder shall be of good quality and new, in good and working condition, free from any defects in workmanship, material, design or manufacture, and shall comply with the requirements of this order, including all drawings and specifications incorporated herein and all samples furnished by the Seller. Seller further warrants that all items purchased hereunder shall be of merchantable quality and shall be fit and suitable for the purposes intended. The foregoing warranties are conditions to this order and are in addition to all other warranties expressed in the bid proposal or bid specifications or implied, and shall survive any delivery, inspection, acceptance or payment by the Buyer. Seller further warrants that normal warranties of manufacturers shall fully apply to all materials and equipment and shall inure to and be enforceable by the Buyer, which warranties shall be cumulative to, and not in lieu of, any separate warranty or guarantee provided hereunder or in the bid proposal, or required by the bid specifications. If any warranties specified herein or otherwise applicable are breached by the Seller, Buyer may at its election: (1) require the Seller to correct at Seller's sole expense any defect or nonconformance by repair or replacement; or (2) return any defective or nonconforming goods to the Seller at the Seller's expense and recover from the Seller the price thereof. The foregoing remedies are in addition to all other remedies at law or equity or as contained in this order and shall not be deemed to be exclusive. In the event of any discrepancy, ambiguity, inconsistency or conflict in or among any warranty or warranty terms herein or in any bid specifications or any bid proposal, the interpretation that results in the greater warranty protection to the Buyer shall prevail and Seller shall provide such greater warranty protection.

6. The failure of the Buyer to enforce at any time any of the provisions of this order shall in no way be construed as a waiver of such provisions and shall not in any way affect the right of the Buyer thereafter to enforce each and every provision of this order.

7. Buyer, may, by written notice, terminate this order in whole or in part if the Seller fails to perform any of the provisions of this order or so fails to make progress as to endanger performance in accordance with its terms. In the event of termination pursuant to this clause, Buyer may procure, upon such terms and in such manner as Buyer may deem appropriate, supplies and services similar or substantially similar to those so terminated; and the Seller shall be liable to Buyer for any excess costs occasioned Buyer thereby; provided that the Seller shall continue the performance of this order to the extent not terminated. The rights and remedies of the Buyer under this paragraph shall not be exclusive and are in addition to any other rights or remedies provided by law or equity or this order.

8. If litigation arises out of or under this order, the Seller agrees to submit to the jurisdiction of the State of Nebraska and agrees that the Laws of Nebraska will control this order.

9. Seller guarantees that the design and production of equipment being purchased conforms to NFPA, UL, ANSI, OSHA, and any other applicable existing safety standards in effect at the time of shipment.

10. Seller shall indemnify and save Buyer harmless from and against any and all loss, damage or expense whatsoever (including attorneys fees and court costs) resulting to Buyer arising out of claims of (i) infringement of patent or copyright or misappropriation of trade secrets, (ii) defective design, workmanship or material of any good or service hereunder or (iii) Seller's violation of any federal, state or local law, rule or regulation related to the design, manufacture, delivery or sale of any such good or service. In addition to, and not in limitation of the foregoing, Seller shall further maintain insurance in an amount equal to the maximum potential liability of the Buyer under the Nebraska Political Subdivisions Tort Claims Act, as amended from time to time. Said insurance shall be maintained in continuous effect for the maximum periods of limitations and repose for instituting suit in Nebraska under any products liability or tort law, and Buyer shall be an additional named insured on any such policy.

11. Seller represents and agrees that it will not discriminate, and none of its subcontractors shall discriminate, against any employee or applicant for employment, to be employed in performance of this order, on the basis of race, color, religion, sex, disability or national origin; and Seller further represents and agrees that it is complying with fair labor standards in its business and performance of this order, and that it will continue to comply with such standards and require a similar provision in any agreement with a subcontractor resulting from this order.

**City of La Vista**  
**Information Technology Strategic Plan**

**I. INTRODUCTION**

The City of La Vista is soliciting proposals for an Independent Contractor (IC) to provide consulting services associated with an Information Technology Assessment and development of a City wide Information Technology Strategic Plan to insure future investments in technology and promote an environment supportive of the City's evolving needs. This plan will be used to coordinate, guide and maintain the implementation and utilization of a variety of technologies for internal and external City customers in the most efficient and cost effective manner possible. The City considers the citizens of La Vista as our external customers and their satisfaction with City services is crucial. In addition, internal City staff requires an appropriate set of technology-based tools to satisfactorily achieve their respective customer service delivery objectives. Technology use has become so interwoven into the daily performance of job duties and service delivery, that the availability of reliable and usable technology tools has become a presumptive framework for staff performing their most basic duties. This planning initiative will deliver a basis for ensuring the City will always have a five year view into the future for technology issues and associated capital investment. The objective of the City of La Vista Information Technology Strategic Plan is to develop an Information Technology strategy that aligns best practices for governance, security, operations, funding, and accountability of technology and related investment with La Vista's operational cultures and operational business plans.

The IT Strategic Plan must also align with the current Municipal Facilities Plan (MFP). This alignment is crucial to the City's overall operational and financial planning processes and the IC's role in this alignment is of paramount importance.

**Vision for the Future:**

The 'Vision' takes advantage of the enormous opportunity information technology presents:

- Addresses increased service demands.
- Encourages departments to better address their business needs.
- Improves the decision-making process.
- Improves the management of increasing complexities.
- Allows the City to provide services more effectively.

## **II. BACKGROUND**

La Vista has the advantages of a small town with the opportunities of a large city. The roadways, signs, street lights, and developments have been designed to create a beautiful place to live. The people who live and work in La Vista are proud of their community. City leaders and citizens have a progressive vision for La Vista that started with its incorporation 50 years ago. With numerous opportunities for development, the future looks bright. Sitting at the gateway to the Omaha metro area, La Vista is one of the fastest growing cities in Nebraska.

### **Form of Government**

Mayor: Elected at large

City Council: 8 members elected from 4 wards

City Administrator: Appointed by Mayor

**Origination:** La Vista was founded on Feb. 23, 1960, with a population of 1,360. 193 residents filed a petition requesting La Vista become a city.

**Population:** 18,938 (2008 est.)

### **Location**

Omaha metro area in eastern Nebraska

### **Employment Profile by Industry**

Transportation, Information,	
Professional.....	18.5%
Education, Health, Social Services ..	16.1%
Miscellaneous Services.....	15.0%
Manufacturing.....	13.0%
Retail Trade.....	12.8%
Finance.....	11.8%
Construction.....	7.0%
Wholesale Trade .....	5.4%
Agriculture .....	0.4%

### **Business Development**

- Seven of the largest employers in Sarpy County are located in La Vista.
- Opportunities are available for commercial, industrial, and residential development.
- Diverse businesses are attracted to La Vista because of the solid infrastructure, convenient location, skilled residents, and safe, family-oriented culture.

### **Recreation**

- Area parks cover 37 acres
- Premier 81-acre sports complexes
- La Vista Falls Golf Course: 30 acres
- Municipal Pool
- Community Center

- Baseball, softball, soccer, football fields
- Youth recreation programs
- Miles of walking trails
- Senior Programs
- Outdoor activities, festivals, and special events

### **Unique Qualities**

- Youngest city in Sarpy County
- One of the fastest growing cities in Nebraska
- 6 of the 10 busiest intersections in Sarpy County
- Housing options in all price ranges
- Accessibility to all areas of Omaha in minutes
- Nearly 800,000 potential customer and employees in the Omaha metro area

### **Population Growth**

1970.....	4,858
1980.....	9,588
1990.....	9,850
2000.....	11,699
2004.....	14,685
2006.....	17,000
2008.....	18,938

Cost of Living: La Vista 89; U.S. 100

### **Assessed Valuation Growth**

1990.....	\$ 185 M
1995.....	\$ 256 M
2000.....	\$ 397 M
2002.....	\$ 455 M
2005.....	\$ 554 M
2008.....	\$ 951 M
2009.....	\$1,019 B
2010.....	\$1,050 B

### **Housing**

Median value of housing units: \$92,700

Vacancy rate of housing units: 2%

Average housing permits per year: 180

### **Schools**

Papillion-La Vista School District

Number of students: 9,660 (2009)

## **Services**

- Over 20 restaurants
- 6 major malls within 16 miles
- La Vista Public Library
- Churches of many denominations
- Metro Community College

The City has an approximate general fund operating budget of twelve million dollars. City staff is just about at 140 employees (see Exhibit A).

The Municipal Facilities Plan (MFP) provides the City Council and City staff with a comprehensive overview of the current status of the City's physical environment, identification of the most pressing facilities issues, strategies and solutions for addressing those issues, and visioning for the City's future through 2025.

## **III. CITY OF LA VISTA INFORMATION TECHNOLOGY OBJECTIVES**

- a. To develop an IT Strategic Plan that shall be a City-wide vision and set of information technology goals and objectives for the City and processes required to achieve that vision. The IT Strategic Plan is intended to align La Vista's information technology services and support and coordinate with La Vista's public service mission and administrative processes within the City's overall strategic priorities for the next five (5) years.
- b. To develop, maintain, support, and upgrade/improve a cost effective, responsive, secure and stable technical environment.
- c. To provide opportunity for cross-departmental, cross-governmental networks and systems, to serve customers better and at the same or lower cost.
- d. To apply commonly used business metrics to determine a true value of technology projects and associated investment for the City. These may include, but are not limited to: Business Process Analysis, Return on Investment Analysis (ROI), net present value, earned value, balanced scorecard, etc.
- e. To support citizens, employees and business partners in the strategic use of automation and networking.
- f. To integrate Information Technology services in support of City departmental operational business and planning processes.
- g. To develop a process for the prioritization and funding of City information technology initiatives.

- h. To utilize enterprise solutions where feasible.
- i. To implement an efficient purchasing model for information technology equipment, software and services.
- j. To expand the application of e-commerce technology for the delivery of government services to citizens.
- k. To develop facility specifications for information technology infrastructure and business continuity.

#### **IV. CITY of LA VISTA'S CURRENT IT ENVIRONMENT**

La Vista outsources their IT services to Sarpy County Information System's Department.

- 1. The following staff resources are available to La Vista
  - a. IT Director – 1 staff member
  - b. Network Operations Manager – 1 staff member
  - c. Network Technicians – 2 staff members
  - d. Technical Support Specialists – 4 staff members
  - e. Administrative Assistant – 1 staff member
  - f. GIS – 4 staff members
- 2. The operating budget for IT is \$124,000

La Vista's network consists of four sites

- 1. City Hall & District 1 Fire Department
- 2. District 2 Fire Department
- 3. Police Department
- 4. Public Works

City Hall and District 1 Fire are connected through buried fiber. All other sites are connected to City Hall through Proxim wireless equipment.

There are approximately 100 PCs, 4 servers, 100 VoIP telephones, and 8 Motorola wireless access points on the city network. The City's network infrastructure is mostly Extreme Network switches along with an older Cisco 3560 switch. A cable modem from Cox Communications is connected to a Cisco ASA 5505 firewall providing Internet access. Internet filtering is controlled by a Barracuda 310 Web Filter.

The City uses various software packages including: Microsoft Office 2003 and 2007, Microsoft Windows Server 2003 and 2008, Microsoft Active Directory, Microsoft Exchange 2010, Symantec Anti-Virus, Symantec Backup Exec, Symantec Mail Security for Exchange, BluePrince, Commtouch Anti-Spam Protection, Summit, RTA, Gas Boy, Arcview and AutoCad.

## **V. SCOPE**

The Independent Contractor (IC) shall provide consulting services to the City of La Vista in the development of a City-wide Information Technology Strategic Plan (ITSP).

The scope of the IC's work will include, but not be limited to:

- a. Conduct a kickoff meeting and provide appropriate introduction and preparatory materials in coordination with project sponsor (to be delegated by Finance director) to departmental representatives prior to project initiation to ensure these stakeholders are informed and educated.
- b. Development of an information technology ongoing strategic planning process to meet the current and future needs of the City. The IC shall be responsible for working with the IT Committee (see Exhibit B) to develop a template for evaluating and updating the ITSP over time.
- c. Meet with, solicit and document strategic planning input from City departments. This may include focus groups and surveys, email, phone calls, etc. Provide written documentation of the process and the results from these meetings.
- d. Develop a comprehensive assessment of the current state of the City's information technology environment, including current capability, capacity, information technology staffing and resources for all City Departments.
- e. Review, identify and analyze the gaps where the current information technology environment is insufficient (or inappropriate) to meet the computing needs/requirements of the City for both current requirements and for the next five years.
- f. Identify the key cost drivers that are expected to influence the costs of the IT architectural and technical needs of the City.
- g. Develop best practices and methodology for the business planning process for technology initiatives. These shall support the business requirements of the City and Strategic Plan for La Vista.
- h. Align and closely coordinate with all other City strategic planning efforts including the Municipal Facilities Plan (MFP).
  - i. Explore opportunities to use technology to reduce the need for additional staff (FTEs).
  - j. Identify business process(es) that may be improved at the enterprise level as a result of the above review efforts.

- k. Identify best practices for standard technology equipment, rollout of network infrastructure, network security.
- l. Identify opportunities for the IT Committee to institutionalize their involvement in other department's planning efforts.

## **VI. DELIVERABLES**

Upon completion of the scope of work, the final Information Technology Strategic Plan shall at a minimum include:

- A report assessing the current state of the City's information technology environment including current capability, capacity, information technology contractual staffing and resources for all departments
- Recommendations for aligning the information technology strategy with the City's business environment.
- Strategies for meeting defined needs or goals for the current time frame through the next five years.
- Recommendations for innovative/cost-effective information technology solutions.
- Recommendations for systems integration across multiple departments/business units.
- Recommendations for business processes to improve business performance.

The following are a more detailed description of items to be included in the deliverables:

- a. An assessment of the City's most critical information technology needs in a prioritized format with applicable descriptive documentation.
- b. A report based on organizational feedback and input.
- c. Written documentation on how best to involve internal and external customers. Internal customers are defined as departments within the City and external customers as citizens and other governmental agencies.
- d. A set of Best Practices and methodologies for:
  - IT Planning
  - Strategic and operational
  - Standardized IT procurement model
- e. Identification of the key cost drivers that are expected to influence the costs of the architectural and technical needs of the City and recommend an approach to contain them. The Plan shall also include a methodology to measure cost savings and cost avoidance.

- f. Templates, procedures, and a scheduled timeline and governance model for the proposed information technology planning process. Proposed solutions must be supported by a business case.
- g. Recommend an enterprise approach and any alternatives for technology that identifies duplication of resources/investments and opportunities for internal and external collaboration that will result in operational improvements and cost-effective solutions to business requirements.
- h. Establish an annual Information Technology process that will allow the Information Technology Committee and City departments, to clearly make strategic decisions based on existing standards, evolving technologies, enterprise solutions and data integration opportunities.
- i. Match the technology requirements for the City of La Vista to the overall City strategic objectives to ensure that the dollars spent on technology are focused on the areas where the most business value will be returned, while still allowing for the delivery of systems that are deemed as mandates.
- j. Attend and make progress presentations to the City Council and management team as needed. Two (2) presentations at the minimum.

## **VII GENERAL TERMS AND CONDITIONS**

- a) Any subcontractors must be identified in your proposal response. If subcontractors are used, the City of La Vista will consider the proposing vendor to be the Prime Contractor and to be solely responsible in all contractual matters, including payment of any and all charges resulting from such subcontractor arrangements. The Prime Contractor will be fully responsible for the acts, errors, and omissions of the subcontractor. The successful respondent shall cause appropriate provision of its proposal to be inserted in all subcontracts ensuing to ensure fulfillment of all contractual provisions by subcontractors.
- b) All deliverables and/or other products of the contract, including but not limited to all procedures, reports, records, summaries, and other matter and materials prepared or developed by the Independent Contractor in performance of the contract, shall be the sole, absolute and exclusive property of the City of La Vista, free from any claim or retention of rights, thereto on the part of the Independent Contractor, its agents, subcontractor, officers, or employees.
- c) The City shall be entitled to request the removal of individuals working on any project for any of the following grounds, provided that such request be in writing and shall specify the reasons for the City's dissatisfaction: (i) unsatisfactory performance that causes negative operational impact at the City or causes the City to commit additional resources to avoid operational impact; (ii) dishonesty or belligerent conduct; (iii) lack of compatibility with City staff; or (iv) violation of City rules or policies. Upon such written request, the City and IC shall decide on a course of action to cure any such

problems, provided that there shall be no cure opportunity required for problems involving categories (ii) or (iv) in the preceding sentence. In the event IC does not cure the problem within (7) days from the date of notice, IC shall remove such person and shall promptly provide a qualified replacement. The City will be liable for payment of services only up to the time of dismissal and provided then only if services rendered meet the minimum requirements of the City.

- d) Payments for services provided shall be paid, upon approval of the specified deliverables, within 30 days of receipt of a properly documented invoice. The specified deliverables shall include, but not be limited to one (1) electronic copy of the draft deliverables, one (1) electronic copy and twelve (12) hard copies of the final deliverables outlining the consultant's recommendations.

## **VIII. ASSUMPTIONS**

Assumptions associated with the proposed work plan are as follows:

- a) The IC will be directly responsible to the City's Finance Director.
- b) IC is responsible for activities directly related to the development of deliverables as determined in the Project Management Plan.
- c) City will assist in the identification of departmental representatives and assist in the coordination of access to City Departments.
- d) The City will provide all available technical and resource documentation to the IC.
- e) IC will provide appropriate introduction and preparatory materials in coordination with project sponsor to departmental representatives during project initiation to ensure these stakeholders are informed and educated prior to project commencement and interviews.
- f) IC will be responsible for the identification and acquisition of data and materials required for input to the development of the various deliverables to be produced.

## **IX. PRE-PROPOSAL CONFERENCE & SITE VISIT**

All interested vendors are invited to attend a pre-proposal conference and site visit to be held on Friday, January 14, 2011 at 9:30 am local time at La Vista City Hall, 8116 Park View Boulevard, La Vista NE 68128. While this meeting is not mandatory, it is strongly recommended that all interested firms have a representative at this meeting. It is the Proposer's responsibility to make certain that any information disclosed at the conference is considered when preparing a Proposal. Under no circumstances will the City consider making an adjustment in Scope of Work or Fee Amount after Proposals are opened based on the Proposer's ignorance of information disclosed at the Proposal conference. At this conference, questions received to date will be addressed and

new questions accepted. Some questions may not be answered at this meeting if discussions by City staff are required to provide answers. An addendum addressing all questions and clarifications will be issued to all known vendors interested in providing these services.

## **X. CLARIFICATIONS**

Questions concerning this RFP are encouraged to be submitted prior to the pre-conference meeting. The very last day that questions may be submitted before the proposal due date is January 12, 2011.

Questions must be submitted via email to [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org).

Vendors are expected to raise any questions, exceptions, or additions they have concerning the RFP document 10 working days prior to the submission of the proposal.

If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency exists in the RFP, the vendor should immediately notify the above of such error and request modification or clarification of the RFP document. In the event that it becomes necessary to provide additional clarifying data or information, that revises any part of this RFP, supplements or revisions will be provided to all known recipients of this initial RFP via written amendment.

## **XI. PROPOSAL SUBMISSION/FORMAT REQUIREMENTS**

Consultant shall be required to submit one (1) unbound original, clearly marked and identified as such (or on disc), and twelve (12) copies of their proposal no later than 12:00 P.M. CST on Friday **February 4, 2011** to:

**City of La Vista**  
Pamela A. Buethe, City Clerk  
8116 Park View Boulevard  
La Vista, NE 68128

Proposals shall be compiled with comb or similar style binding. Three ring binders are **not** desired. Extra marketing materials and other proposal fluff is not wanted. The proposal shall be concise and to the point of the RFP requirements. Only relevant experience to this project should be indicated in the proposal.

## **XII. SUBMITTAL REQUIREMENTS**

In order for the evaluation committee to adequately compare proposals and evaluate them uniformly and objectively, the following information should be provided.

- a) Letter of Transmittal: Summarize your understanding of the RFP requirements. Indicate who will be the Independent Contractor's authorized representative; give name, title, address, e-mail address, phone and fax. The person identified shall sign this letter and be empowered to make binding commitments for the IC.
- b) Provide a brief description of the organization submitting the proposal, including describing its size, organization, legal status (corporation or partnership, etc.) major type of activity or areas of consulting and its recent (past three years) experience in the performance of similar projects. Identify the number of IT Strategic Plans, and provide samples, that have been developed by your firm **and the team being proposed** in the last three years, and of those plans, two must have been in place for no less than two years. At least one should have utilized a successful ROI. Please provide the name of each referenced firm or agency, contact person, telephone number, and approximate beginning and ending dates of your involvement at these sites. A minimum of two references must be a governmental agency. Identify the individual(s) in your firm responsible for managing/overseeing this type of project to assure that due diligence has been exercised and compliance with the requirements is met. Also describe any unique approaches or techniques developed and used by the firm that would give it an advantage in this specific type of project.
- c) Provide information on the personnel who will be handling this project listing pertinent experience and technical qualifications. Include for each individual the capacity they would serve on this project. The format of individual resumes for key personnel should be as follows:
  - Name and position title
  - Total years experience with current firm and others
  - Education (degree, major, institution, year)
  - Summary of relevant experience and qualifications
  - Identify the number of studies/plans that have been done together by the individuals who will handle the City of La Vista project. Give representative sample and number of IT Strategic Planning projects that were handled and whom they were done for.

In addition, the hourly rate for each individual should be listed in the Cost Proposal only, in the event additional services are required.

- d) Describe, first in summary, then in detail, the approach recommended by your firm to insure the timely and accurate delivery of the IT Strategic Plan and written report. This plan should highlight all milestones and deliverables and include for each task, the individual to be assigned and the number of hours that will be contributed to the task.
  - i) Provide a detailed description of the work plan, approach, methodology and timeline that you propose using to meet the objectives, including phasing and staffing.
  - ii) Specify the level of involvement, number of hours and specific tasks you will require of the IT Staff (or end users) of each objective.

- iii) Provide an estimate of the time commitment to be expected from City departments in participating on this project.
- iv) Identify the Project Leader(s) to be committed to this project and the conditions of the individual's continued availability for follow-on work. Once identified, the project leader(s) cannot be changed without the approval of City of La Vista.
- v) Please describe the Subject Matter Experts (SME) that your firm would be willing to commit to this engagement.
- vi) If the Project Leader(s) is not the primary SME, please describe the working relationship with the Project Leader(s).
- vii) Describe the intellectual resources that would be utilized in this plan, including best practices, case studies, or empirical works authored by your firm.
- viii) Describe the IT planning tools commonly used by your firm in this type of project.
- ix) Describe the planning process, models, and tools used to develop the Approach and Work Plan and its alignment of the City MFP and how they were modified for use for the City of La Vista.
- x) Identify to what extent any process, models, and/or tools are proprietary products of your firm, remembering that as a governmental agency, price and most proposal content cannot be protected.
- xi) Provide examples of the processes and models generally used by your firm in guiding client-staffed planning and/or consensus building initiatives, particularly in governmental environment.
- xii) Describe the staffing and time frames typically involved in performing a general Needs Assessment and Gap Analysis for IT resources at a high or summary level.
- xiii) Describe the methods and strategies typically used or recommended to communicate strategic Information Technology planning goals, objectives and activities to/within the client's organization and City Council.
- xiv) Identify the key risks that you expect on this project and your ability to contain them.
- xv) Provide a cost proposal using the form attached to this RFP. **The cost proposal must be submitted in a separate envelope from the proposal.**
- xvi) Indicate any exceptions you are taking to the terms and conditions, contractual and other requirements defined in the RFP. If exceptions are taken, cite the paragraph involved, the

exception taken, and state alternate language acceptable to the IC. Alternative language is subject to negotiation and/or approval.

### **XXIII. EVALUATION OF PROPOSALS**

Proposals will be evaluated in accordance with the criteria listed below.

- Proposal responsiveness, a clear understanding of Project Scope, Approach to ROI, approach and detailed Work Plan, including Timeline
- Personnel assigned to this project, quality, experience, in IT Strategic Planning and education of individual(s) selected to perform the project, completeness of resume(s).
- Cost (based on the Scope of Services)
- Firm's experience and qualification in providing consulting Services of a similar nature and firm's experience with a County or other units of government.

If a contract is awarded, the award will be made to the "lowest responsible bidder", as determined in the sole discretion of the Mayor and City Council of the City of La Vista. The term "responsible" shall not be limited in its meaning to mere financial responsibility, but includes, without limitations, the ability and capacity of the bidder to perform the work in accordance with the applicable contract requirements. In determining whether a bidder is "responsible" the City may consider, among other factors, the bidders financial ability to perform the contract, ability to comply with specified delivery or performance schedules, and record of integrity and business ethics, as well as any positive or negative experiences of the City with the bidder on prior procurements.

Interviews may be required of selected finalists at the IC's expense. The selected finalists will be notified of the date and time of the interview; however, the interview will be separated into the following parts and shall not exceed two (2) hours:

- Contractor Presentation
- Questions and Answers
- Final wrap up

#### **XIV. PROPOSAL DATES**

The following dates are being provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary.

Release of RFP:	January 4, 2011
Pre-Proposal Meeting	January 14, 2011, 10:00 a.m.
Proposals Due:	February 4, 2011 10:00 a.m.
Evaluation of Proposals:	February 2011
Interviews:	March 2011
Notice of Award:	April 19, 2011

Respondents must be available for the interview/demonstration process if they are selected as a finalist so please mark your calendars accordingly. Respondents not selected will also be notified that their proposal will no longer be considered unless the Committee finds, after the completion of interviews, that additional firms should be interviewed.

## EXHIBIT A

<b>Department</b>	<b>Number of Employees</b>
<b>Administration</b>	
City Administrator's Office	4.00
Finance	2.50
City Clerk	3.00
Human Resources	1.50
Intern (Unpaid)	0.25
<b>Public Buildings &amp; Grounds</b>	
Building & Grounds	3.50
<b>Community Development</b>	
Director's Office	2.00
Planning	1.00
Building Inspection	3.50
Code Enforcement	0.00
Intern (Paid)	0.50
<b>Public Safety</b>	
Police (Sworn)	33.00
Police (Civilian)	5.50
Fire Chief's Office	3.00
Intern (Unpaid)	0.50
Volunteers	75.00
<b>Public Works</b>	
Streets	19.24
Streets Seasonal	1.88
Parks	8.00
Parks Seasonal	3.36
Sports Complex	3.00
Sports Complex Seasonal	0.84
<b>Library</b>	
Library Director's Office	5.00
Circulation Clerks	5.90
Library Seasonal	0.25
<b>Recreation</b>	
Recreation Director's Office	5.00
Recreation Assistants	4.00
Senior Bus	1.30
Swimming Pool (Seasonal)	3.99
<b>Sewer</b>	
Sewer Division	6.00
Sewer Division Seasonal & PT	2.08
<b>Golf</b>	
Golf Maintenance	3.26
Golf Clubhouse	3.51
<i>Total</i>	<b>139.61</b>

Note: Staffing Numbers are shown as Full Time Equivalent (FTE)

## Exhibit B

### Information Technology Committee

<b>Department</b>	<b>Name</b>	<b>Position</b>
Administration	Mitch Beaumont	Community Relations Coordinator
Administration	Pam Buethe	City Clerk
Community Development	Christopher Solberg	City Planner
Finance Department	Sheila Lindberg	Finance Director
Fire Department	Melanie Smith	Volunteer Fire Fighter/EMS
Library	Jean Hurst	Librarian II-Computer/Reference
Police Department	Brad Wood	Police Officer
Public Buildings & Grounds	Pat Archibald	PB&G Director
Public Works - Admin	Cindy Norris	Administrative Assistant
Public Works - Streets	Greg Goldman	Street Superintendent
Recreation Department	Sue Tangeman	Administrative Assistant
Sarpy County IT	PJ Biodrowski	Systems/Network Administrator

**Exhibit C**  
**Cost Proposal Form**  
**RFP**

Description		Travel Item	Costs
<b>Project Staff to be Assigned:</b>			
Title/Skill Set		Hotel	
Hourly Rate		Meal per diem	
# of Proposed Hours		Airfare (if applicable)	
		Rental Car	
Title/Skill Set		Hotel	
Hourly Rate		Meal per diem	
# of Proposed Hours		Airfare (if applicable)	
		Rental Car	
Title/Skill Set		Hotel	
Hourly Rate		Meal per diem	
# of Proposed Hours		Airfare (if applicable)	
		Rental Car	
Title/Skill Set		Hotel	
Hourly Rate		Meal per diem	
# of Proposed Hours		Airfare (if applicable)	
		Rental Car	
Title/Skill Set		Hotel	
Hourly Rate		Meal per diem	
# of Proposed Hours		Airfare (if applicable)	
		Rental Car	
Reimbursable Expenses			
Price per Presentation to Executive Management -BOS if not included in above costs			
<b>Total cost for consultant services inclusive of ALL professional fees, labor, travel and expenses</b>			

If any subcontractors will be working on this project, their expenses must be included in the above table. You may modify this form to your needs, but the final version must be very similar to this format. If additional travel or reimbursable line items need to be added, you may do so. If travel costs are included in the hourly rate, please indicate as such. Rates must remain firm for the initial term of this Agreement