

City of Bethel Action Memorandum

Action memorandum No.	17-44		
Date action introduced:	June 27, 2017	Introduced by:	City Manager Williams
Date action taken:	June 27, 2017	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	<i>KM</i>		

Authorizing the City Manager to negotiate and potentially enter into Agreements with Arctic IT for System Maintenance and IT support.

Route to:	Department/Individual:	Initials:	Remarks:
<input checked="" type="checkbox"/>	Bo Foley, IT Director		Reviewed & Approved
<input checked="" type="checkbox"/>	Jim Chevigny, Finance Director		RFP Issued
<input checked="" type="checkbox"/>	Patty Burley, City Attorney		Contract Reviewed & Approved
<input checked="" type="checkbox"/>	Peter Williams, City Manager		Reviewed, Approve to Sponsor
<input type="checkbox"/>			

Attachment(s): Copy of RFP, copy of proposed contract

Amount of fiscal impact:		Account information:
	No fiscal impact	
\$121,972	Funds are budgeted for.	10-55
	Funds are not budgeted. Budget modification is required.	

In early May a Request for Proposals was released by the City seeking proposals from qualified individuals or firms able to provide the City with remote technical support services. The proposal was open for 30 days. During that time no protests or questions were received. The proposal was advertised on the City's website, in the Anchorage Daily News and in local trade sites.

On the proposal deadline, June 12, only one proposal was received. To date no other proposals were submitted. The proposal was reviewed to ensure it fully complied with the RFP requirements - it did.

Because there was only one proposal and because it fully met the requirements of the RFP, it was not scored. A Conditional Notice of Intent to Award was issued on June 13.

Following discussions, it was noted the City was already doing business with the successful proposer: this company already provides remote technical support for two of the City's servers. Because of this, rather than having a third contract with the