

**City of Dillingham Action Memorandum**      Agenda of: October 7, 2021  
**Action Memorandum No.** 2021-11

**Subject:**

Authorize the City Manager to Award a Contract for RFP 2021-03, IT Services.

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City Manager: Recommend Approval

Signature: 

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**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

- RFP 2021-03 Scoring Summary Sheet
- RFP 2021-03 Selection Committee Recommendation Memo

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**Summary Statement:**

This action memorandum authorizes administration to sign a contract with LMJ Consulting to provide IT Services for an initial period of November 1, 2021 to June 30, 2022, with the possibility of five (5) more, one (1) year extensions. If contract negotiations are not successful with LMJ Consulting, the action memorandum authorizes administration to sign a contract with Ampersand to provide IT Services for the same periods listed above. The bid due date was August 19, at 4:00 PM. The City received a total of three responsive bids, with the selection committee making these recommendations for award of contract based on total score.

A solicitation for IT Services was released and publicized in accordance with the DMC procurement requirements. Notices were posted in three public places. Additionally, the RFP was advertised on the City website and in Anchorage Daily News on July 14 and July 21.

(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

The Scoring Summary indicates ranking of each proposal and the Recommendation Memo summarizes the relative strengths of each, with the final recommendation of the committee for consideration.

Action Memorandum No. 2021-11

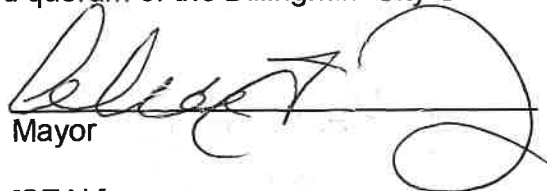
**Summary Statement continued:**

The LMJ contract would require a budget increase of \$38,500. This increase will provide on-site visits to facilitate a proactive IT program. Additionally, the following will be realized:

1. Shared travel and housing costs with another local organization that utilizes this contractors services.
2. Regular on-site visits to address new and ongoing IT conditions. This solves issues before they become large problems, rather than being reactive long distance.
3. On-site visits will reduce the amount of city staff time required to resolve computer and IT issues being experienced. Freeing up staff time increases efficiencies by allowing employees to focus on assigned tasks.
4. The City of Dillingham does not have a dedicated IT Technician. It is vital to the city to have a proactive IT program to stay up to date with current IT updates, and technologies as they become available. This will be easier realized with the on-site component.

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on October 7, 2021.

  
Mayor

ATTEST:

[SEAL]

  
\_\_\_\_\_  
City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Planning Director	
X	City Clerk	

City of Dillingham  
Fiscal Note

Agenda Date: October 7, 2021

Hiring of LMJConsulting for IT Support

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$58,200		FUNDING SOURCE <b>City of Dillingham</b>	
FROM ACCOUNT 1000 7940 10 29 0000 0 Computer Support		Project  <b>IT Support</b>	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	9/30/2021

EXPENDITURES

OPERATING	FY22	FY23	FY24	FY25
1000 7940 10 29 0000 0	\$ 58,200.00			
<b>TOTAL OPERATING</b>	<b>\$ 58,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General Fund	\$ 19,656.00			
Budget amendment	38,544.00			
(Not Budgeted)				
(Not Budgeted)				
<b>TOTAL FUNDING</b>	<b>\$ 58,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

See Action Memorandum 2021-11

Approval would require an amendment to the FY22 Budget

PREPARED BY: Anita Fuller

September 29, 2021

DEPARTMENT: Finance

APPROVED BY: \_\_\_\_\_

**Mayor**  
Alice Ruby

**Manager**  
Chris Hladick



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** August 27, 2021  
**To:** Chris Hladick, Interim City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** RFP 2021-03, IT Services, Recommendation

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A solicitation for IT Services was released in July 2021, and advertised on July 14 and July 21 in the Anchorage Daily News, in accordance with procurement requirements found in the Dillingham Municipal Code. It was also publicized on the City website and notices posted in three public places.

A selection committee was formed, comprised of three City personnel. Three responsive bidders were identified by the committee, which rated each proposal based on required proposal content, including: Letter of Transmittal; References; Scope of Work; and Cost of Services.

The results of the selection process can be found on the scoring summary sheet, which indicates the highest scoring proposal was submitted by LMJ Consulting, followed closely by the proposal submitted by Ampersand. ACS also submitted a strong proposal, but it was not scored as highly as the others.

The committee found the following strengths for each proposal as follows:

LMJ. Current provider to BBAHC brings Dillingham experience and frequent travel to the area with potential for cost savings. Favorable average response time. Proposal indicates a more personal approach to users and realistic expectations for operating in a rural environment.

Ampersand. References reflect long-served clients within the state. Experience with small municipalities and understanding of constraints. Proposal reflected specific, targeted goals to deliver services, as opposed to "as needed."

ACS. Proposal was professional, well-organized, and complete. Existing IT service provider would not incur any one-time set up costs, and has familiarity with our operations.

The selection committee recommends contracting with LMJ Consulting, and if contract negotiations are not successful, recommends contracting with Ampersand. The RFP specifies that the initial contract will be from November 1, 2021 through June 30, 2022, with the opportunity for five (5) more, one (1) year extensions.



## CITY OF DILLINGHAM PROPOSAL REVIEW SCORING SUMMARY SHEET

**PROPOSAL NUMBER: 2021-03**

**PROPOSAL NAME: IT Services**

	SCORES BY RATER			Total	Rank
	#1	#2	#3		
ACS	78	82	83	243	3
LMJ Consulting	83	89	89	261	1
Ampersand	88	87	85	260	2