

MONTHLY SNAPSHOT OF REPORTS AND ACTIVITIES FOR THE MONTH OF DECEMBER

Reports Highlighted for
the Month of
December 2010:

**“Preliminary Statement
of Work for Publishing
Services”**

[Report No. 10-90](#) (12/2/10)

**“Information Technology
Sourcing Strategy”**

[Report 10-92](#) (12/3/10)

Highlights of Major Reports Issued in the Month of December:

[Report No. 10-90](#) “Preliminary Statement of Work for Publishing Services”

On December 7, 2010 the City Council was requested to review and approve the Preliminary Statement of Work (SOW) for the City’s Publishing Services, as a first step in procuring these services through a managed competition process (where City employees and outside providers will compete to perform this service.) Publishing Services is the City’s first managed competition process and will be followed by a managed competition procurement process for the City’s Fleet Services.

Council approval of the Preliminary SOW is an important step in the process as it provides Council the opportunity to review service level requirements prior to issuance of the Request for Proposal (RFP). The Preliminary SOW described the scope of the services being procured as well as existing workload requirements and selected performance standards. Service levels cannot change between the Preliminary and Final SOWs.

As Publishing Services is a relatively small and easily defined function, it was understandable that the Preliminary SOW would be brief and straight forward. However, we would expect that for more complex functions (e.g. Fleet Services, Trash Collection) the Preliminary SOW presented to Council will be more detailed and substantive.

The City Council unanimously approved the Preliminary Statement of Work for Publishing Services.

[Report 10-92](#) “Information Technology Sourcing Strategy”

On December 6, 2010, the City Council was requested to accept the Information Technology Sourcing Strategy prepared by Avasant, LLC, and authorize additional expenditures of up to \$392,000 for Avasant to assist in the development of the Request for Proposals (RFP) and to assist with vendor selection, negotiation and transition.

Soliciting proposals for outsourcing the City’s IT Services is one of ten major fiscal reforms that the City is pursuing in addition to numerous other strategies and solutions- all aimed at reducing the overall cost of service and eliminating the City’s structural budget deficit. Based on the City’s recent experience with outsourcing the IT Help Desk and as shown in the analysis contained in the Sourcing Strategy, the potential exists for significant annual savings as a result of this competitive process.

In seeking Council acceptance of the IT Sourcing Strategy prior to issuance of the RFP, the Mayor provided an opportunity for the Council to weigh in on a number of significant issues and to help set policy direction to guide this major procurement.

The IT Sourcing Strategy was approved unanimously with amendments, which included providing a monthly update on the strategy to the Rules Committee.

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