



Request for City Council Committee Action from the Department of Information Technology

Date: December 10, 2014

To: The Honorable John Quincy, Chair, Ways and Means Committee

Subject: FarstadUS, LLC, Contract C-29045

Recommendation: Authorize proper City officials to:

- a) Extend FarstadUS, LLC contract, C-29045, through February 28, 2016
- b) Increase the contract \$100,000, for a new not-to-exceed total of \$647,250 over the life of the contract

Previous Directives: *May 23, 2014*– Committee recommends that proper city officials be authorized to extend active Master Contracts through September 30, 2014, which provides project consultants and staff augmentation resources.

Department Information:

Prepared by: Barb Malinski, Contract Administrator
 Submitted by: Otto Doll, Chief Information Officer
 Approved by: Spencer Cronk, City Coordinator
 Presenter(s) in Committee: Otto Doll, CIO

Reviews	Approval	Date	Not Applicable
Permanent Review Committee (PRC):	<input checked="" type="checkbox"/>	12/04/2014	<input type="checkbox"/>
Civil Rights Approval:	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Policy Review Group (PRG):	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Financial Impact

Yes. Funding for this request is through the Information Technology proposed 2015 operations budget and IT project 8802013002 – 911 Regional Shared Hosted Call Handling Solution.

Supporting Information

The City has a Master Contract, C-29045, with Farstad.US, LLC for the Intelligence Operations Platform (IOP) and the Minneapolis Emergency Communications Center/911 (MECC). The contract expires February 28, 2015.

Farstad.US, LLC provides program management services to the City of Minneapolis to assist in identifying and promoting the targeted use cases for the IOP initiative and to coordinate effective communications across all participants to ensure effective and timely collaboration

and coordinate and facilitate regular status update meetings with the IT Deputy CIO and selected key initiative participants.

Farstad.US, LLC also provides the following services to the MECC/911 Department:

- Attend project team meetings (weekly or as needed) 2-4 hours per week
- Provide feedback and recommendations on the selected vendor's implementation Plan
- 911 Implementation Assistance
- Assist in defining implementation team member roles and accountabilities
- Assist in defining project and budget tracking and reporting processes, and issue resolution/decision-making processes
- Prepare for and attend implementation kick-off meeting with selected vendor project team
- Assist in developing training plan for 911 system implementation
- Attend council briefings and/or information meetings, as needed

Information Technology is seeking a waiver of the RFP process to:

- a. Extend the current FarstadUS, LLC contract one year for IOP and MECC/911 through February 28, 2016, and
- b. Increase the current contract \$100,000 for a new not-to-exceed total of \$647,250 over the life of the contract.