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Bob Richardson  
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George Williamson  
Executive Officer  
James M. Underwood  
General Counsel  
Kathy Bull  
Office Manager

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## Agenda Item 8.b.

**Meeting Date:** August 4, 2016

**From:** George Williamson, Executive Officer & Kathy Bull, Office Manager

**Subject:** RFP for Information Technology Services

### **BACKGROUND:**

Currently, Shasta LAFCO uses an individual vendor for Information Technology (IT) services without a contract. Urgent issues have not always been provided or addressed as quickly as needed.

### **DISCUSSION:**

Staff is requesting the Commission's authorization to solicit Request for Proposals (RFP) from qualified firms for Information Technology services. IT services provided should include, all software licenses, upgrades, patches or fixes, operation and maintenance of all equipment, and customer support. The expectation is to enter into a contract or agreement with a qualified firm, clearly outlining a scope of agreement to include previously mentioned items as well as providing timely services when IT issues occur.

### **RECOMMENDATION:**

It is recommended that the Commission authorize staff to send out a RFP to qualified firms to provide Information Technology services to Shasta LAFCO.