

**MEMO TO:** City Council

**FROM:** John Marchione, Mayor

**DATE:** July 6, 2010

**SUBJECT: APPROVAL OF CONSULTANT AGREEMENT FOR THE CITY'S  
EMERGENCY COORDINATION CENTER SHAREPOINT SITE  
REDESIGN**

**I. RECOMMENDED ACTIONS:**

Approval of contract to consultant firm, Building*i*, in the amount of \$44,320 for SharePoint site design and development work; pursuant to the approved FY 2009-2010 budget, as well as the Information Technology Strategic Plan accepted by the City Council on July 21, 2009.

**II. DEPARTMENT CONTACTS:**

Phil Grieb, Emergency Management Coordinator	425-556-2225
Corey Smith, Applications Services Manager	425-556-2167

**III. DESCRIPTION:**

Beginning in late 2008 and continuing into early 2009, Information Services and the Office of Emergency Management began evaluating Microsoft Office Groove, the software being used for emergency operations in the Emergency Coordination Center. This software presented significant limitations on our operational capability. Microsoft was consulted to determine if there were solutions to our concerns. During these conversations, it was discovered that MS Groove was being discontinued as a stand-alone product. With this end-of-life issue, Information Services and the Office of Emergency Management decided to pursue Microsoft SharePoint as the basis for our software solution in the Emergency Coordination Center. This course of action is included in the City's Information Technology Strategic Plan, adopted by Council on July 21, 2009.

In the 2009-2010 Budgeting by Priorities process, the City Council approved the Office of Emergency Management's request for funds to update the software used in the Emergency Coordination Center for managing incidents. The sum of \$93,200 was approved and set aside for this purpose.

In the fall of 2009, the City published its first request for proposal for this project. This RFP resulted in the award of a contract in the amount of \$19,850 for the development of both hardware and software specifications for the upgrading of the ECC. This initial

phase informed a subsequent request for proposal in March 2010 for the second phase of this project. This second RFP is for selection of a SharePoint developer to design and update the current software environment, using the exact specifications that were delivered under the first contract.

The second RFP closed to responses on May 20, 2010. Information Services and the Office of Emergency Management ranked the proposals based on cost, project approach, experience, qualifications, and references. Buildingi was the unanimous top choice. The company specializes in SharePoint development services, has worked with several other fire departments in the area, and comes highly recommended.

**IV. IMPACT:**

**Service Delivery:** Completion of the redesigned SharePoint site will enable a more efficient response to major emergencies by the Emergency Coordination Center. This serves to create a safer community for the citizens of Redmond.

**Staff Efficiency:** Reduces the time needed by OEM staff in developing and maintaining interim solutions.

**Fiscal:** Professional Services = \$44,320

**V. ALTERNATIVES:**

- A. Rebid the proposal
- B. Do nothing. This alternative will result in a less efficient response to an incident by the City, thereby reducing safety within the community. More time will be needed of emergency management staff for the maintenance of the existing site and of city staff for additional training.

**VI. TIME CONSTRAINTS:**

The selected bid is valid for 60 days from time of opening.

**VII. LIST OF ATTACHMENTS:**

- A. Consultant Agreement for the City's Emergency Coordination Center SharePoint Site Redesign

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Tim Fuller, Fire Chief  
  
\_\_\_\_\_  
Date

Approved for Council Agenda \_\_\_\_\_  
John Marchione, Mayor  
\_\_\_\_\_  
Date