

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 03/09/2021

Requisition Number: 21001020 (8 characters)

Requestor Name: Amanda Lythjohan

Requestor Phone Number: 267-2675

Requestor Email: alythjohan@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 17 INFORMATION TECHNOLOGY

- Major:
- 53*** Supplies/Goods
 - 541** Utilities
 - 542** Building/Facility Maintenance/Repair
 - 543** Software/Equipment Maintenance/Repair
 - 544** Public Works Maintenance/Repair
 - 545** Training/HR-Related Services
 - 546** Consulting/Professional Services
 - 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$1,314,000.00

Vendor Name: Skyline Technologies

Product/Service Description: SharePoint Online Migration

- \$50,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.
- OVER \$50,000**
Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

- 1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
- 2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
- 3. The services are for professional services to be provided by attorneys.
- 4. The services are to be rendered by a university, college, or other educational institution.
- 5. No acceptable bids have been received after formal advertising.
- 6. Service fees are established by law or professional code.
- 7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
- 8. Otherwise authorized by law, rule, resolution, or regulation. Explain:

- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST

WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

WHEREAS, the City currently uses the Microsoft product, SharePoint, for document management and collaboration with 2000 sites and sub sites, storing nearly 6 million documents, for 1,000 workflows; including management of facilities construction projects, repository for historical documents from Building Inspection and the Assessor's office, storage repository for most City contracts, approval and storage of insurance certificates, the City's budget process, document collaboration with external stakeholders, among other things; and

WHEREAS, Skyline Technologies, Inc. was selected through a competitive RFP process in November 2017, through RFP 8644-0-2017-JA, to assess the current state of the City's SharePoint system and develop a plan to migrate the City's existing on-premise SharePoint 2010 product to SharePoint 2016, also on-premise. Skyline conducted a 15 month analysis and interviews with 12 city agencies. Through this work, the SharePoint technology landscape shifted to where it is no longer feasible to maintain an entirely on-premise environment for SharePoint. Additionally, the City plans to transition to Microsoft 365 beginning in September of this year. Therefore, City Information Technology agrees with Skyline's recommendation that the City move to an online solution called SharePoint Online to ensure this important technology stays current and integrates well with Microsoft 365; and

WHEREAS, based on Skyline's knowledge of our usage and past performance, IT would like to use Skyline to perform the next stage of work to assist with the migration and conversion of the City's SharePoint system to SharePoint Online. These services require an outside contractor. Skyline has quoted to complete this work at \$1,314,000 over a 18 to 36 month period; and

WHEREAS, This work is a continuation of the work related to RFP 8644-0-2017-JA, which had 19 respondents, Skyline was selected through that RFP, and it will be beneficial to retain a consultant that is already familiar with our current architecture and processes; and

WHEREAS, our current SharePoint 2010 infrastructure is end-of-life and no longer supported. Soliciting new proposals for this work now and bringing a new vendor up to speed would add 2 years to the timeline, and require additional cost to perform a review and produce a project plan; and

WHEREAS, although Skyline was selected for the original project through a highly competitive process, this resolution seeks approval to use them for the present project as required by MGO 4.26(4)(b) for noncompetitive contracts over \$50,000 and for the reasons stated herein and the attached Noncompetitive Selection Request Form, the proposed contract with Skyline Technologies, Inc. meets the exception to the bidding process in section 4.26(4)(a)7. which states "A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant";

NOW THEREFORE BE IT RESOLVED that the Mayor and City Clerk are authorized to execute a service contract for 36 months not to exceed \$1,314,000.00 with Skyline Technologies, Inc. for the above described services.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City has spent a total of \$80,153 with Skyline Technologies since 2018. \$77,853 of that was competitively selected for the above-referenced SharePoint assessment. The remaining \$2,300 was for two small purchases that fell under the threshold for competitive selection.

Date: