

# San Francisco Bay Conservation and Development Commission

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**TO:** Commissioners and Alternates

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**SUBJECT: Staff Report and Recommendation on Contracts for IT Consulting Services and Hosting Costs to migrate Technical Services to the California Natural Resources Agency's Data Center**  
(For Commission consideration on November 5, 2015)

## Summary and Recommendations

The staff recommends that the Commission authorize the Executive Director to enter into two contracts with a combined annual amount not to exceed \$80,000. The contracts are for IT consulting services as needed and for an annual contract of data hosting services by the California Natural Resources Agency's Data Center (CNRA-DC). The staff further recommends that the Commission authorize the Executive Director to: (1) amend the contract(s) as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided; and (2) enter into similar contracts in the future, subject to availability of funds, given that the Commission has an ongoing need for IT consulting services and for data hosting services.

## Staff Report

Under AB 2408 (2010), state agencies were mandated to host all mission critical and public-facing information technology (IT) applications and server refreshes in a cloud based, fully redundant, Tier III data center, as designated by the California Technology Agency. Project efforts are to include full implementation of Microsoft Active Directory as the standardized enterprise network architecture, migration of core services to the CNRA-DC, retirement of end-of-life systems and on-going technical support as needed.

BCDC is currently using an incompatible technology (directory service) that is not supported at the CNRA-DC as well as hardware and software that has reached its end-of-life period. Staff proposes to enter into an IT consulting contract to establish the required technologies as specified by the California Technology Agency, Office of Technology Services to allow BCDC to use the services offered at the CNRA-DC. By migrating BCDC's technology environment to the CNRA-DC, BCDC would meet the mandates set forth in AB 2408, increase flexibility, address disaster recovery, minimize capital expenditures and use an environmentally friendly solution. This effort will require an annual contract with CNRA-DC for the data hosting services.

BCDC is one of the smallest departments in State government. BCDC's two person IT staff has limited expertise in the work needed to migrate and enhance BCDC's IT infrastructure. Therefore, BCDC will require a consultant to work with BCDC staff to plan and implement the transition.

Staff recommends that the Commission authorize the Executive Director to enter into two contracts with a combined annual amount not to exceed \$80,000, for: (1) IT consulting services as needed; and (2) an annual contract for data hosting services with the California Natural Resources Agency's Data Center (CNRA-DC). The staff further recommends that the Commission authorize the Executive Director to: (1) amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided; and (2) enter into similar contracts in the future, subject to availability of funds.