

FILE NUMBER: 2024-297

DATE: Tuesday, July 9, 2024

SUBJECT: Resolution Selecting and Authorizing Agreements with Vendors A. Amick Brown, LLC - B. Excelerate, LLC - C. Kaygen, Inc. – D. Krasan Consulting Services, Inc.

DESCRIPTION: To Provide as Needed Information Technology and Information Security Staffing Services for a Total Aggregate Amount not to Exceed \$7,000,000 for a Period of (5) Five Years Beginning July 22, 2024, and Ending July 21, 2029. All Funds for Future Fiscal Years Will be Budgeted in the Appropriate Fiscal Year, Subject to Board Approval Upon Adoption of Each Fiscal Year’s Budget.

EXECUTIVE SUMMARY:

The District’s Information Technology (IT) department manages a Capital Project portfolio that, over the last nine years, has averaged about \$4,500,000 annually. These projects often require additional resources above and beyond what the IT department can supply on its own. To assist in executing annual projects, IT relies on As-Needed partner agreements.

The District issued Request for Qualifications No. 24-09MB (RFQ No. 24-09MB) on March 19, 2024, asking qualified firms to submit responses for As-Needed Information Technology and Information Security Staffing Services. District staff reviewed ninety-four (94) responses and developed a short list to interview eight (8). The panel conducted interviews and ranked the firms according to the selection criteria established in the RFQ. Based upon their superior understanding of the staffing requirements of the target departments, superior approach to sourcing staff and servicing the departments, and extensive experience working with public sector agencies, staff recommends selecting and authorizing agreements with:

- Amick Brown, LLC
- Excelerate, LLC
- Kaygen, Inc.
- Krasan Consulting Services, Inc.

RECOMMENDATION:

Adopt a Resolution selecting and authorizing Agreements with Amick Brown, LLC, Excelerate, LLC, Kaygen, Inc., and Krasan Consulting Services, Inc., to provide As-Needed Staffing Services for a total aggregate amount not to exceed \$7,000,000 for a period of five years beginning July 22, 2024, and ending July 21, 2029.

FISCAL IMPACT:

Funds for this expenditure are budgeted in the Technology Management Program FY 2025 NPE Budget. Funds required for future fiscal years will be budgeted in the appropriate fiscal year, subject to Board approval upon adoption of each fiscal year's budget.

Cash Requirement Forecast	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Services - Professional & Other	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000
	<u>\$7,000,000</u>	Total Cash Requirement			

COMPASS STRATEGIC GOALS:

This agenda item supports the following Strategic Goal(s).

- A Port that the public understands and trusts.
- A thriving and modern maritime seaport.
- A Port that is a safe place to visit, work and play.
- A Port with an innovative and motivated workforce.

DISCUSSION:

The District's Information Technology (IT) and Information Security (IS) departments manage a number of technology platforms and infrastructure critical to the business, financial, safety, and security of the Port, its staff, tenants, and the public it serves. Maintaining these critical platforms requires a base-level of staff but the variety of activities that occur each year to add, upgrade, retire, replace, or archive technologies causes surges in staffing needs.

Utilizing as-needed contract staffing to manage the District's existing information system platforms and technologies offers a flexible and cost-effective solution for maintaining and enhancing these critical systems. By engaging contract professionals, the District can access specialized skills and expertise on an as-needed basis, without the long-term financial commitment associated with full-time employees. This approach allows for the efficient allocation of resources, ensuring that staffing levels align with project demands and business cycles. Additionally, contract staffing can provide a fresh perspective and innovative solutions to complex challenges, fostering a dynamic and adaptable IT environment at the District.

Annually staffing a number of application, system integration, and infrastructure initiatives and projects with contract professionals can significantly enhance the District's agility and responsiveness to changing market conditions. It enables the rapid scaling up or down of teams in response to fluctuating workloads, ensuring that critical efforts are not delayed due to resource constraints. Moreover, contract staffing can facilitate knowledge transfer and skill development among permanent staff, as contract professionals often bring

specialized knowledge and experience from a variety of industries and projects. This symbiotic relationship not only drives operational success but also contributes to the continuous improvement and competitiveness of the District's IT and IS capabilities.

To ensure the District has resource staffing at the ready when they are needed, staff issued Request for Qualifications No. 24-09MB (RFQ No. 24-09MB) on March 19, 2024, asking qualified firms to submit responses for As-Needed Staffing Services. District staff reviewed and analyzed ninety-four (94) responses and interviewed eight (8). As established in the RFQ, firms were assessed on their approach to sourcing and supplying appropriate as-needed staff, capability to perform, the firm's relevant experience with similar IT and IS resourcing in public sector agencies, and the reasonableness of their proposed costs.

Based on their superior understanding of the staffing requirements of the target departments, superior approach to sourcing staff and servicing the departments, and extensive experience working with public sector agencies, staff recommends selecting and authorizing agreements with:

- Amick Brown, LLC
- Excelerate, LLC
- Kaygen, Inc.
- Krasan Consulting Services, Inc.

Agreements with these capable and flexible partners will be critical as IT moves forward in executing management and expansion of technologies in fiscal year 2025 and beyond. The IT department will be engaged in simultaneous complex efforts such as developing a Data Management program, installing a Data Warehouse, and integrating disparate data sources, upgrading or replacing our Enterprise Resource Planning system, and bringing on major maritime and public safety technologies. Specialized technical resources will be required to augment and assist staff throughout the technical elements of the initiatives, while also providing learning and knowledge transfer to IT and IS team members. Staff augmentation and backfill are critical to safely manage and maintain existing technology while also engaged in transformative projects and efforts. It is not practical or feasible to recruit and hire the variety of staff needed at various times through the year. Known timeframes for such hiring would cause serious delays in forward progress of critical planned activities, many with limited timelines based on grant time parameters.

Procurement Details:

1. There were a total of 106 responses received, and of those, 94 were deemed responsive.
2. This competitive process was based on best value for the most qualified responses, as the District sought multiple firms with the requisite experience who could provide teams with the right skills, knowledge, and certifications at a fair and reasonable cost.
3. The evaluation panel consisted of staff from the Information Technology department who evaluated firms based on 1) The experience of the proposed

team, 2) Approach to the project, 3) Capability to perform, 4) Firm's relevant experience, and 5) Fairness and reasonableness of cost.

4. The RFQ was published on March 19, 2024, and closed on May 1, 2024, allowing firms 34 days to compile and submit their responses.
5. One thousand nine hundred and eight (1908) potential bidders were notified. The Request for Qualifications was published to the District's Planet Bids site under the following categories:
 - Geographic Information Systems (GIS)
 - Programming: Basic, Assembler, Computer Assisted Software Engineering Tools (Case), Libraries, Etc.
 - Geographic Information System (GIS) Software
 - Access Control Systems And Security Systems
 - Electronic Information And Mailing Services
 - Engineering Consulting
 - Applications Software (For Main Frame Systems)
 - Software Maintenance/Support
 - Engineering Services, Professional
 - Security And Access Systems Maintenance And Repair
 - Satellite Global Information Positioning System Services
6. Feedback: Feedback will be provided to all respondents when requested. We do not conduct debrief sessions before the item has been presented and authorized by the Board.

General Counsel's Comments:

The Office of the General Counsel has reviewed this staff report and the attachments as presented to it and approves them as to form and legality.

Environmental Review:

The proposed Board action, including without limitation adopting a Resolution selecting and authorizing Agreements with Amick Brown, LLC, Excelerate, LLC, Kaygen, Inc., and Krasan Consulting Services, Inc., to provide As-Needed Staffing Services for a total aggregate amount not to exceed \$7,000,000 for a period of five years beginning July 22, 2024, and ending July 21, 2029, does not constitute a project under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because there is not a potential to result in a direct or indirect physical change in the environment. Therefore, the proposed Board action is not subject to CEQA and no further action under CEQA is required.

The proposed Board action complies with Sections 21 and 35 of the Port Act which allow for the Board to pass resolutions and to do all acts necessary and convenient for the exercise of its powers. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board action is consistent with the Public Trust Doctrine.

The proposed Board action does not allow for development, as defined in Section 30106 of the California Coastal Act, or new development, pursuant to Section 1.a. of the District's Coastal Development Permit Regulations. Therefore, issuance of a Coastal Development Permit or an exclusion finding is not required.

Diversity, Equity, and Inclusion Program:

Due to limited known subconsultant opportunities, no SBE goal was established for this Agreement. The four recommended firms are all SBEs.

PREPARED BY:

Marcy Mishiwiec
Manager, Enterprise Applications

Attachment(s):

Attachment A: Agreement with Amick Brown LLC
Attachment B: Agreement with Excelerate, LLC
Attachment C: Agreement with Kaygen, Inc.
Attachment D: Agreement with Krasan Consulting Services, Inc.