



Staff Report

March 12, 2019

TO: Honorable Mayor and Members of the Town Council
FROM: Roger Carroll, Finance Director
DATE: March 1, 2019
RE: Information Technology Services by Vision Quest Information Solutions, Inc.

Recommendation

Adopt resolution contracting for Information Technology Services with Vision Quest Information Solutions, Inc. and authorizing the Town Manager to execute an agreement acceptable to the Town Attorney for providing such services in an amount not to exceed \$ 25,000 per year.

Issue Statement and Discussion

The Town began contracting with Vision Quest Information Solutions, Inc. (VQIS) in 2004 for routine service of the Town's computers and information technologies. The current agreement with VQIS charges a base fee of \$340 for four hours of service, with additional time charged at \$80 per hour. The typical bill runs between \$600 and \$1,200 per month.

With the Library coming under the umbrella of the Town on March 1st, the number of computers has more than doubled. Additionally, a number of issues with the library computers has already been identified.

The proposed contract by VQIS would be unlimited service on all computers and information technology for \$1,949.20 per month. This would include all the services we have been currently paying for, plus 24/7 monitoring of the network and operating systems. We feel this will provide the necessary resources to bring the library computer system up to date and allow for a reasonable fixed cost going forward.

There are some flow through costs, like our Office 365 subscriptions, webhosting and email archiving that will continue to be billed in addition to the monthly fee.

This contract will be retroactive to March 1, 2019.

CEQA Requirements

There are no CEQA issues involved with the contract.

Financial and/or Policy Implications

Because about 50 percent of the computers are in the library, that portion of the contract will be funded through the quarter cent transaction and use tax. The remainder will be paid from general revenues.

Attachments

- A. Resolution

TOWN OF LOOMIS

RESOLUTION NO. 19 - 08

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AUTHORIZING THE TOWN MANAGER TO ENTER INTO A CONTRACT FOR
INFORMATION TECHNOLOGY SERVICES WITH VISION QUEST INFORMATION TECHNOLOGIES,
INC, NOT TO EXCEED \$25,000 PER YEAR**

WHEREAS, the Town has Contracted with Vision Quest Information Technologies for Information Technology Services since 2004; and

WHEREAS, the Town projects only increasing needs due to increasing complexity in equipment and additional needs at the Loomis Library and Community Learning Center; and

WHEREAS, the Town can stabilize and lock in its maintenance cost through a long-term fixed rate contract.

NOW, THEREFORE BE IT RESOLVED, that the Town of Loomis hereby authorizes the Town Manager to execute an agreement acceptable to the Town Attorney for Investment Technology Services in the amount of \$1,929.20 per month, retroactively effective to March 1, 2019.

PASSED AND ADOPTED this 12th day of March 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mayor

ATTEST:

Town Clerk