

**MEETING DATE:** February 23<sup>rd</sup>, 2017

**TITLE:** Authorization to enter into a contract with Corporate Technologies for Managed Service Provider services.

**RESOLUTION NUMBER:** 17-011

**PREPARED BY:** David Mandt

**E-MAIL:** dmandt@minnehahacreek.org

**TELEPHONE:** 952-641-4503

**REVIEWED BY:**  Administrator       Counsel       Program Mgr. (Name): \_\_\_\_\_  
 Board Committee       Engineer       Other

**WORKSHOP ACTION:**

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input checked="" type="checkbox"/> No further action requested.
<input type="checkbox"/> Other (specify): _____	

**PURPOSE or ACTION REQUESTED:**

Authorize the District Administrator to enter into a one-year contract with Corporate Technologies, on advice and consent of counsel as to form and execution, for information technology managed services.

**PROJECT TIMELINE:**

In 2015 MCD Staff initiated a RFP Process for Managed Service Providers services, consistent with the biennial solicitation requirement in Minn. Stat. § 103B.227, subd. 5, and MCWD’s Awarded Imagine IT the contract with Resolution 16-005 on January 16, 2016. On December 2016, Imagine IT executed the Termination option and informed the District that they will work with the District on a transition period until a new managed service provider is able to take over the duties. Staff informed the Board of Managers of the transition need and requested to work with Corporate Technologies, the other finalist from the 2015 RFP process, to fulfill the remaining year in the biennium.

Anticipated transition from the current managed service provider to Corporate Technologies is March 1, 2017

**PROJECT/PROGRAM COST:**

Budgeted expense in the general operations budget.

**PAST BOARD ACTION:**

N/A

**SUMMARY:**

The Minnehaha Creek Watershed launched its biennial request for proposals for the managed service provider contract in 2015 and hired Imagine IT on January 16<sup>th</sup>, 2016. The District proposals were evaluated and

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Resolutions are not final until approved by the Board and signed by the Board Secretary.**

ranked for quality of service, experience, service hours, cost, communication style, strategic planning and project management capabilities.

In December of 2016, Imagine IT executed the termination clause within the contract after months of attempting to play catch up and not being able to provide the deliverables and services promised. Imagine IT informed the District that they would be willing to continue provide service until a provider was in place.

District Staff contacted Corporate Technologies, the runner up in the 2015 proposal process, and verified that they are still interested in the Managed Service Provider Role and informed them of the opening. After several meetings to review the scope of work, transition and contract agreements, the Minnehaha Creek Watershed District thought it would be better to have Corporate Technologies come in and finish out the remaining year, rather than send out an entire new RFP.

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## RESOLUTION

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**TITLE: Authorization to enter into a contract with Corporate Technologies for Managed Service Provider Services.**

**WHEREAS,** In accordance to Minn. Stat. § 103B.227 Subdivision 5, the contract for Information Technology managed services underwent a comprehensive request for proposal process in 2015 and was awarded to Imagine IT in 2016;

**WHEREAS,** Staff created a needs analysis of the District's information technology program, creating a scope of services that would ensure the stability of the existing infrastructure while advancing the District's information technology goals;

**WHEREAS,** Imagine IT informed the District in December of 2016 that they will no longer be able to serve as the MSP and initiated the termination clause. They communicated they would serve as the MSP until a replacement was able to assume the duties;

**WHEREAS,** Corporate Technologies was a finalist in the 2015 RFP process and is willing and able to assume the duties of District MSP.;

**WHEREAS,** District Staff are recommending approval of a one-year contract with Corporate Technologies as the District Managed Service Provider;

**NOW, THEREFORE, BE IT RESOLVED** that the Minnehaha Creek Watershed District Board of Managers Authorizes the District Administrator to enter a one-year contract for information technology managed services, including system backup, with Corporate Technologies at a cost not to exceed \$4,500 per month, on advice and consent of District Counsel.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Managers authorizes the administrator to amend the agreement, on advice and consent of counsel, to add additional services as necessary at a cost not to exceed 10 percent of the total contract amount.

Resolution Number 17-011 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_