



# City of Rialto

## Legislation Details (With Text)

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**Title:** Request City Council to Approve a Purchase Order with Blink IT Solutions in the Amount of \$52,514 for Information Technology Division Staff Augmentation Services.  
(ACTION)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. BITS - City of Rialto - Staff Aug Extension Agreement 01012021 04302021 v2.pdf, 2. Blink IT Solutions Disclosure Form.pdf

Date	Ver.	Action By	Action	Result
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For City Council Meeting [January 26, 2021]

**TO:** Honorable Mayor and City Council

**APPROVAL:** Sean Grayson, Acting City Manager

**FROM:** Stephen Erlandson, Deputy City Manager

Request City Council to Approve a Purchase Order with Blink IT Solutions in the Amount of \$52,514 for Information Technology Division Staff Augmentation Services.  
(ACTION)

### **BACKGROUND**

Blink IT is currently involved in a myriad of projects that will enhance the City's network environment, including installation and implementation of the City's recently approved VoIP phone system and the overhaul of the City's new website. A summary of Blink IT projects and day-to-day activities are listed below.

### **Projects**

1. VOIP
  - a. Prepare network infrastructure for VOIP overhaul.
  - b. Create VLANs and firewall rules.
  - c. Ensure all security and network concerns are addressed.
  - d. Access current IDF racks and determine best cabinet model for respective IDF location.
2. Spectrum-WAN Throughput
  - a. Configure Fiber connection to downstream (LAN) and add a redundant connection.
3. Dell VXRail & Switches
  - a. Update firmware for 30+ switches City wide.
  - b. Update OS and firmware for Spine and Leaf.

4. DMZ
  - a. Configure DMZ to isolate network traffic from LAN on public facing servers to improve cyber-security posture.
5. City Website
  - a. Blink IT is working closely with the City Clerk's Office on the overhaul of the City's revised website.

#### **Day to day activities**

- a. Active Directory administration
- b. Assist users with Help Desk request
- c. Update and monitor firewalls at off-site locations as well as site-to-site VPN Connection
- d. Support network infrastructure and monitor network alerts
- e. Update network discoveries and system reviews to develop network diagrams, policies, and other documentation.
- f. Assist vendors with troubleshooting connectivity with badging system and Wastewater system

#### **ANALYSIS/DISCUSSION**

The positions constituting the remaining vacancies in the IT Division are in the final stages of assessment by Human Resources Department staff and the City's new Information Technology Manager to ensure that the positions align with the technical needs and level of expertise necessary for the IT Division to function properly. The recruitments for these vacancies are anticipated to open the first week of February. In the short-term, staff is recommending that the City continue to retain Blink IT through March 31, 2021 for staff augmentation services as Blink IT has made significant improvements in the IT environment. The additional cost to extend the agreement with Blink IT through March 31, 2021 is \$52,514.

#### **ENVIRONMENTAL IMPACT**

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA).

#### **GENERAL PLAN CONSISTENCY**

Complies with the following Rialto General Plan Guiding Principle:

Our Government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

#### **LEGAL REVIEW**

The City Attorney has reviewed and supports this staff report.

#### **FINANCIAL IMPACT**

##### **Operating Budget Impact**

\$52,514 of funding is available in account #780-500-2152-2011 for the continued professional services of Blink IT Solutions in the FY 2020-21 City Operating Budget.

##### **Capital Improvement Budget Impact**

There is no impact to the Capital Improvement Budget.

#### **Licensing**

Prior to execution of the Professional Service Agreement/Purchase Order/Construction Contract, the vendor shall submit a business license application and pay a Business License tax at the Professional Service rate of \$129, as well as Administration and State fees.

**RECOMMENDATION**

It is the recommendation of staff that the City Council approve a Purchase Order with Blink IT Solutions in the amount of \$52,514 for Information Technology Division Staff Augmentation Services.