



CITY OF MENIFEE

SUBJECT: Agreement with B Riley Advisory Services for Business Continuity & Disaster Recovery Plan (Information Systems) Development and Production

MEETING DATE: December 7, 2022

TO: Mayor and City Council

PREPARED BY: Antonio Chavez, Management Analyst

REVIEWED BY: Ron Puccinelli, Information Technology Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

Approve and authorize the City Manager to execute a professional services agreement with B Riley Advisory Services for the development and production of a Business Continuity and Disaster Recovery Plan in an amount not-to-exceed \$139,500.

DISCUSSION

The City's Information Technology Department is responsible for the design, development, implementation, support, and management of the city's computer-based information systems. This includes a focus on software applications and computer hardware, for the purpose of converting, storing, protecting, processing, transmitting, and securely retrieving information. As the City of Meniffee continues to grow and provide more services to its citizens, it is imperative that we develop a business continuity and disaster recovery plan to reduce the damage or disruption to our systems and recover as quickly as possible in the event of a disaster that leads to system failures.

Accordingly, city staff issued a Request for Proposals (RFP) No. 2023-2, to engage a qualified agency to assist in the development and production of a robust Disaster Recovery/Business Continuity Plan (DR/BCP). The project when completed, documents and prioritizes the processes and services critical for all City Departments to continue providing service to citizens from a technology standpoint. The scope of work includes identifying applications and systems required, placing the recovery efforts into a priority list, identifying elements needed (staff, vendors, equipment, alternate work locations, and communications) necessary resuming operations after an event occurs.

On August 26, 2022, the City of Meniffee issued RFP No. 2023-2 related to the Business Continuity

and Disaster Recovery Plan effort. Proposal responses were due on September 12, 2022. A total of (5) proposal responses were received. A selection/evaluation committee comprised of internal city staff familiarized and experienced in the requirements of the RFP evaluated and ranked each proposal based on specific criteria and scoring parameters stated in the solicitation. The top two scoring firms were interviewed for final recommendation. An overview of scores is provided in the following chart.

Table 1 – RFP Scores

Firm	Proposal Score (100 pts possible)	Interview Score (100 pts possible)	Total Score of Top 2	Cost Proposal
B Riley Advisory Services	90.50	82.25	172.75	\$139,000
Moss Adams	87.75	69.50	157.25	110,520
SDI Presence	79.00	N/A	N/A	49,104 ⁽¹⁾
Sentinel Technologies	77.50	N/A	N/A	285,412
Virtual Corp	78.25	N/A	N/A	368,656

(1) Pricing did not include all components of study, such as remediation of findings, implementation strategies/solutions.

Based on the established evaluation criteria, including the following: qualifications of the firm, work plan/project approach, experience, cost proposal, references, and quality of responsiveness of the proposal, B Riley was identified as the most qualified firm to provide the DR/BCP Plan. B Riley was collectively identified as the best proposal during the proposal and the finalists' interviews; staff is recommending awarding a professional services agreement to B Riley Advisory Services.

STRATEGIC PLAN OBJECTIVE

Responsive and Transparent Community Government

FISCAL IMPACT

Funding for the proposed agreement not to exceed \$139,500 with B Riley Advisory Services is available within the Fiscal Year 2022/23 budget, within Account No. #110-4115-52800 (Professional Services). No additional budget appropriation(s) would be required for this action.

ATTACHMENTS

1. Professional Services Agreement – B Riley Advisory Services