

CITY OF PARKER

City Hall

1001 West Park Street

Phone 850-871-4104

www.cityofparker.com

Mayor

Rich Musgrave

Clerk

Danielle Baker

Council Members

Ken Jones, Mayor Pro Tem

Stacie Galbreath

John Haney

Tonya Barrow

Attorney

Tim Sloan

PUBLIC NOTICE

SPECIAL MEETING

OF

THE CITY OF PARKER COUNCIL

September 5, 2019

5:01 PM

PARKER CITY HALL

NOTE: AT EACH OF ITS REGULAR OR SPECIAL MEETINGS, THE CITY OF PARKER COUNCIL ALSO SITS, AS EX OFFICIO, AS THE CITY OF PARKER COMMUNITY REDEVELOPMENT AGENCY (CRA) AND MAY CONSIDER ITEMS AND TAKE ACTION IN THAT CAPACITY.

AGENDA

CALL TO ORDER - Mayor Musgrave

INVOCATION

PLEDGE OF ALLEGIANCE

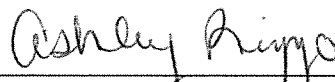
ROLL CALL - City Clerk Baker

ITEMS FROM THE AUDIENCE (non-agenda items)

SPECIAL AGENDA

1. **Public Hearing on City of Parker and Community Redevelopment Agency 2019-2020 Budget**
2. **Extension of Moratorium**—Upon Approval of the 1st Read of Ordinance 2019-384 and in the event that there is no passage of said Ordinance, there will be a required motion to extend the current City-wide Moratorium—Council
3. **Review Request for Proposal—IT Services—Council**

ADJOURNMENT

 ^{For}
(OMB)

Danielle M. Baker, City Clerk

If a person decides to appeal any decision made by the City Council with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be made. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at 1001 West Park Street, Parker, Florida 32404; or by phone at (850) 871-4104. If you are hearing or speech impaired and you have TDD equipment, you may contact the City Clerk using the Florida Dual Party System, which can be reached at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD). ALL INTERESTED PERSONS DESIRING TO BE HEARD ON THE AFORESAID agenda are invited to be present at the meeting.

RESOLUTION 2019-362

A RESOLUTION OF THE CITY OF PARKER, FLORIDA, ADOPTING A BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2019, THROUGH SEPTEMBER 30, 2020, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Parker on September 5, 2019, and September 19, 2019, held public hearings on the proposed budget; and

WHEREAS, the City of Parker set forth the revenues, appropriations, and other source estimates for the Budget for Fiscal Year 2019-2020.

NOW, THEREFORE, BE IT RESOLVED by the CITY OF PARKER, Florida, that:

SECTION ONE. The Fiscal Year 2019-2020 Final Budget be adopted and approved as the General Fund budget and the Utility Fund budget.

General Fund

Net Position - Prior Year Ending	\$3,078,632
Revenues	
Local Option Gas Tax	\$80,000
Utility Franchise Fees	\$239,600
Utility Taxes	\$365,700
Communications Service Tax	\$80,000
Sales & Use Tax	\$1,040,000
Solid Waste Disposal Fees	\$290,000
Other Revenue Sources	\$5,126,819
	<hr/>
	\$7,222,119
Intra-governmental Transfer from Utility Fund	\$583,818
	<hr/>
Total General Fund Revenues	\$7,805,937
Appropriations	
General Government	\$5,683,104
Police	\$820,462
Fire	\$393,559
Code	\$107,813
Trash	\$265,468
Street	\$345,034
Fleet	\$37,833
Parks	\$83,534
	<hr/>
	\$7,736,808
Special Funds	69,129
	<hr/>
Total General Fund Appropriations	\$7,805,937
Projected Ending Net Position	\$3,078,632

Utility Fund

Net Position - Prior Year Ending	\$7,821,438
Revenues	
Operating Income	\$2,051,928
Impact Fees	\$114,000
Tap Fees	\$11,400
Grants Income	\$162,075
Other Revenue Sources	\$67,828
Total Utility Fund Revenues	\$2,407,231
Appropriations	
Expenditures	\$1,629,413
Grants Expense	\$194,000
Intra-governmental Transfer to GF	\$583,818
Total Utility Fund Appropriations	\$2,407,231
Projected Ending Net Position	\$7,821,438

SECTION TWO: This resolution shall take effect immediately upon its adoption.

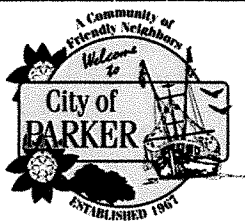
Duly adopted at a public hearing this 19th day of September, 2019.

CITY OF PARKER, FLORIDA

Richard Musgrave, Mayor

ATTEST:

Danielle M. Baker, City Clerk



CITY OF PARKER AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Planning – Extension of Moratorium

2. MEETING DATE:

September 5, 2019

3. REQUESTED MOTION/ACTION:

Motion to extend the Moratorium on Mobile Homes due to the expiration on September 3.

4. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES

NO

N/A

5. BACKGROUND: (PROVIDE HISTORY; WHY THE ACTION IS NEEDED; WHAT GOAL WILL BE ACHIEVED FOR THE CITY)

Current Moratorium expired on September 3, 2019.

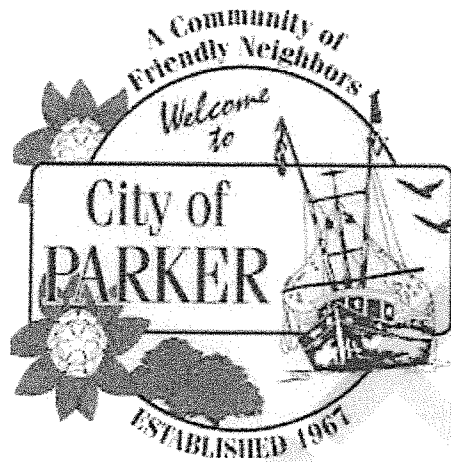
Ordinance 2019-384 has not passed as yet

An extension of the provisions within the Moratorium may be desired to be granted by the Council.

If the Moratorium is not extended, all conditions within the Land Development Regulations and Code of Ordinances as currently written, will be in effect and enforceable.

AGENDA ITEM # _____

Request for Proposal – IT Services



Date of Issue: September 4, 2019
Closing: September 20, 2019

RFP Coordinator:
Danielle Baker, City Clerk
dmbaker@cityofparker.com

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1.0 Overview

1.1 About The City of Parker

The City of Parker is located in Northwest Florida in Bay County. Parker has a permanent population of approximately 5,000. Parker is a full-service City, providing public safety, parks and recreation, zoning and code enforcement, and utilities-water, sewer, and solid waste utilities to the municipality with a staff of approximately 30 full-time employees. The water utility is the City's largest utility with approximately 2,000 accounts.

1.2 Information Technology Organization Model

Currently the City of Parker does not have IT personnel on staff.

1.3 Objectives of this RFP

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a response for general IT professional services, Cyber Security and Software/Hardware implementation related to but not limited to the following capabilities:

- Cyber Security & Compliance Services
- Business Intelligence & Data Services
- Must demonstrate successful experience in providing specified services for a like size municipality
- Must have sufficient depth of management and resources and staff to support the services required

This RFP will provide the applicable vendors with the relevant insights into the organizations current state and the future direction the organization is planning to head.

- * The City of Parker would like each vendor to provide a detailed approach and pricing for the implementation of the new City Utility Billing Software, Server and new hardware along with a rate card.

1.4 RFP Process and Timelines

The RFP process begins with the issuance of this RFP, which will inform potential vendors of The City of Parker's objectives and may conclude with the selection of an IT Partner. The timeline of events are specified in section 3.8.

2.0 RFP Process and Conditions

2.1 Structure of this Document

This document consists of core areas detailed below.

Section 1 Overview: This section provides a brief overview of the RFP.

Section 2 RFP Process and Conditions: This section outlines the RFP and contains terms and conditions.

Section 3 Vendor Evaluation Process: This section explains the evaluation criteria and contains instructions to respondents on the RFP response process.

Section 4 Organization's Background: This section contains background information about The City of Parker.

Section 5 Technical Environment: This section contains the current technical overview of the The City of Parker's administrative systems.

Section 6 Interested Service Areas: This section contains an overview of the products and services that The City of Parker is interested in pursuing via this RFP.

* Detail on approach to implement new Software & Hardware
* Pricing to implement
* Onsite / Offsite Services COST
* Monthly Maint. - Upkeep
+ Updating network & software

Section 7 Response Requirements: This section contains details about where and how respondents should submit their response.

2.2 Terms and Conditions of the Proposal

RFP Ownership: All responses to this RFP will become the property of The City of Parker and will not be returned. If you have any questions about disclosure of the records, you submit with your informational material, please contact the RFP Coordinator.

3.0 Vendor Evaluation Process

The evaluation process of vendors will walk thru a six-stage process, as following:

- a. Phase 1 – Review of RFP Responses
- b. Phase 2 – Scoring & Consolidation
- c. Phase 3 – Vendor Presentations
- d. Phase 4 – Presentation Scoring
- e. Phase 5 – Vendor selection and Award
- f. Phase 6 – Reference checks

Vendor Questions and/or Inquiries

The City of Parker shall provide all questions and answers of general interest to all vendors solicited by written addendum up until September 18, 2019. Questions that arise after the vendor question deadline of September 18, 2019 will not receive a response. The City of Parker must ensure that fair and consistent practices are followed and consistency maintained for all respondents.

Note: The City of Parker is under no obligation will not answer any hypothetical or speculative "what if" questions.

3.1 Services & Solutions

In addition to submitting a fully conforming response with the necessary requirements and task order responses, vendors are encouraged to demonstrate innovation through unique abilities, features, functions, or services. The City of Parker would like to have an understanding of each vendors full capabilities.

3.2 Phase 1 – Review of RFP Responses

All proposals will be reviewed in detail taking into consideration all service areas each vendor has to offer and how those align with the City's needs. Responses deemed to meet a sufficient number of service areas, experience, past performance and cost considerations will proceed on to Phase 2 Scoring and Consolidation of the most qualified vendors.

3.2 Phase 2 – Scoring of RFP Responses & Consolidation

For vendor qualifications please specify any industry specific organizational levels or awards achieved.

All responses will be reviewed in their entirety for demonstrated experience; breadth of services, past performance relative to the City needs and associated costs. The top three (3) responses deemed to meet the objectives, expectations and cost considerations will move to Phase 3 Vendor Presentations.

3.3 Phase 3 – Vendor Presentations

Phase 3 of the evaluation process will involve interacting with the three (3) top selected vendors to enable The City of Parker to gain additional understanding regarding each vendor's response.

The vendor presentations will be held at The City of Parker, City Hall, Council Room which is located at 1001 W. Park Street, Parker, FL 32404. The City of Parker will not, in any way, be responsible for any vendor cost incurred. The presentation agenda and content will be at the discretion of the vendor, but are expected to include details of the vendor's proposed services, past performance and details related to the Task Orders outlined in section 8.0. Along with any additional relevant experience that may benefit the information technology needs of The City of Parker. Vendors will be allotted 30 minutes for their presentation.

There should be a question & answer session scheduled at the end of the vendor's presentation. The vendor should use its discretion as to which of its representatives attend the presentation; however, The City of Parker requires that key implementation project and service team members will be physically present at this meeting. Further, the proposed technical lead should be physically present at the vendor presentation, unless extreme and unforeseen circumstances of a personal nature affecting that individual make his or her physical presence impossible. Vendors are not expected or permitted to provide information about the pricing deliverables in the course of any such presentation.

Past Performance

Demonstrate a proven record of accomplishment for success in services and projects similar to the services and projects with municipalities like The City of Parker.

The presentation should include:

- Presentations from the vendor highlighting the key advantages of their services and/or products; which presentations will be conducted, and the terms and manner of the presentations are set forth in the section below.
- Vendors should provide past performance experience relevant to this RFP.

Once the presentations are complete, points will be awarded to each response.

3.4 Phase 4 – Presentation Scoring

In Phase 4 of the response evaluation process, each vendor's response and presentation will be reviewed by the City Council and scored accordingly.

3.5 Phase 5 – Vendor Selection and Award

After the presentations and scoring has been tabulated, the City Council will then make the final selection. Once approved by the City Council, the City Clerk shall notify the selected vendor with a Notice of Vendor Selection. Contract and Services Agreement contingent upon completion of the vendor past performance checks.

3.6 Phase 6 – Past Performance Checks

Past Performance Checks and Other Verifications

Vendors will provide at a minimum three past performance. The City of Parker reserves the right to check references other than those provided by any vendor, and to verify with any vendor or with any third party any information set out in a vendor's proposal. The City of Parker may contact the past performance references and others to confirm the details of the represented services or products similar to the deliverables contemplated by this RFP.

Although no specific points are assigned to past performance, information provided by vendor and other persons may be used by The City of Parker to gain insight in connection with the evaluation process to be carried out by The City of Parker as part of process for assessing the credibility of the proposals to which they relate. At The City of Parker's sole discretion, The City of Parker may decide to shortlist the number of vendors after Phases 1 and 2, with the low-scoring vendors simply disqualified from further consideration.

Past Performance Reference should include:

- Client name and address
- Client point of contact name
 - o Business phone number
 - o Business email address
- Services/projects provided to client relative to task orders outlined in section 8.0
 - o Dates of services/projects

3.7 Other Evaluation Considerations

At any stage during the evaluation process, The City of Parker may:

- Request further clarification on any aspect of the vendor's response.

- Request a vendor to supply additional information to support its response.
- Complete a statement of requirements supplementary to this RFP because of matters raised by the evaluation or subsequent past performance reference checks.
- Exclude any responses which The City of Parker determines in its discretion to be incomplete.

3.8 Timetable

The RFP process timetable is as follows all times in Central time-zone:

Event	Date
RFP Issue Date	September 4, 2019
Deadline for Vendor Questions	September 18, 2019 at 5:00 p.m.
RFP Submission Deadline	September 20, 2019 at 5:00 p.m.
Vendor Shortlist Announcement	September 27, 2019
Vendor Presentations	October 1, 2019
Vendor Past Performance Reference Checks	October 7, 2019
Selection of Vendor	October 15, 2019

Note: The City of Parker intends to adhere to this timetable but realizes that delays may occur. The City of Parker reserves the right to amend any of the dates set forth above. The vendor must be able to accommodate changes to the schedule.

Vendor Questions should be directed to: dmbaker@cityofparker.com

3.9 Form of Submission

Vendor *must* submit their response electronically via e-mail to dmbaker@cityofparker.com.

- Submission – SERVICES , TECHNICAL RESPONSE and FINANCIAL PROPOSAL
 - The services, technical and financial response shall contain the detailed services pricing, specific product pricing and professional services rate card.

When submitting their response, the vendor should include:

- An **electronic version (submitted via e-mail)** in a Microsoft Word, Microsoft PowerPoint, Microsoft Project and/or Microsoft Excel, or searchable PDF format of the entire response making up the "Original" of the vendor's response.

Responses must be written in English.

Each vendor is solely responsible for ensuring that their response is acknowledged and confirmed. Responses that are sent to the address (dmbaker@cityofparker.com). Will receive an email confirmation upon receipt.

The vendor's response(s) must be received electronically by The City of Parker at or before the response Submission Deadline. Receipt of each response will be confirmed by The City of Parker at the above e-mail address only. The City of Parker is not responsible for any submission received after the stated response Submission Deadline, and will not consider any such submission.

Any response not received at the e-mail address specified above or before the response Submission Deadline will be will not be considered.

4.0 The City of Parker Background Details

4.1 Project Overview

The objective of this request for proposal (RFP) from The City of Parker is to identify a technology solutions provider that can help become the City's technology partner for the IT needs. As part of this RFP we are interested in learning about each vendors complete capabilities.

4.2 Objectives

The objective of this RFP is to identify a local technology solutions provider who can provide a breath of IT professional services and cyber security services to the organization. It is the intent of The City of Parker to identify

one leading partner from which the organization will procure IT products and services, where applicable.

5.0 Technical Environment

5.1 Current State

Data Center – Currently The City of Parker is running an in-house server room. The servers are running a variation of Microsoft Server operating system 2008 or newer.

Desktops – The computing environment is primarily a mix of Microsoft Windows 7 and Window 10 computers.

Applications – As mentioned previously there are a few internal applications

- Office 365 –The organization is currently using Microsoft O365 for Email
- Utility billing program –
- Website platform –

- INCLUDE THE DETAIL ON THE NEW SOFTWARE

6.0 Interested Service Areas

The purpose of this RFP is to identify information technology partners with a board set of services related to both general Information Technology and Cyber Security. This will enable The City of Parker to review firms that can provide the services and products needed not just today but in the future. With the end goal selecting a primary partner, that The City of Parker can build a strong relationship with moving forward. In order to accomplish this successfully, a detailed understanding of the vendors set of services, methodology, history and future direction is required and must be clearly articulated by the vendor. These include:

- Overview of IT Services provided
- Details on any specific specialty areas
- Background on organization
 - History of the organization
 - Number of full time staff, contractors and locations
 - Certifications (Organizational and Employee)
- Cyber Security & Compliance Services
 - Professional Services
 - Monitoring Services
 - Preferred toolset(s)
- Technology Training Services
- Professional services rate card (onsite/offsite)

7.0 Pricing

7.1 Response Requirements

The City of Parker may decide to purchase services or products from the selected vendor. Cost information about the services proposed to be provided by the vendor should clearly outlined in a professional services rate card. The City of Parker would like to see if applicable on-site and off-site rates.

7.2 General Pricing Requirements

If the vendor becomes the selected IT partner, The City of Parker expects that the pricing set out in the vendor's response will remain valid during the Timeframe for Negotiations and continuing until the execution of a Services Agreement. Vendors are advised that any request for modifications to the pricing made by the vendor during this period may constitute a withdrawal by the vendor of its response.

Respondents must describe in detail all of their assumptions in developing The City of Parker's pricing and the impact on pricing if assumptions are not valid. The inclusion of any assumptions, constraints, or caveats as part of the vendor's pricing may result in the disqualification of a response or a lower number of points being awarded to the vendor's response.

