

Staff Report

TO: Board of Directors

FROM: John Ortiz, Information Technology Administrator

DATE: February 8, 2023

SUBJECT: Information Technology Application Analyst Contractor (Joe Ryan) - Sole Source (Consent)

ADMINISTRATION

RECOMMENDATION:

Award a sole source agreement in the amount of \$129,000 to Joe Ryan, an Independent Contractor to assist the Information Technology (IT) department with Application Analyst services and authorize the General Manager to execute the appropriate documents.

BACKGROUND:

Application Analyst role:

An Application Analyst is essential, especially in a heavy custom-written application environment. A candidate with this skillset needs to diagnose problems, design solutions and ensure applications are implemented with a successful outcome. In addition, we require an analyst with a robust database and reporting knowledge.

Joe Ryan comes to NID with over 35 years of IT experience focused on application support, database administration, and scripting knowledge. Joe Ryan started working with NID 18 months ago and transitioned as the primary support for the Central Square upgrade project. Our application environment is complex with several legacy applications and without an application analyst it's difficult to provide timely support. However, Joe continues to impress with his application knowledge and prompt resolution.

Due to the everyday maintenance and upcoming projects, we need assistance from a well-established Application Analyst. Staff is recommending the award of a sole source contract to Joe Ryan who has established himself in our application environment and its customers. Joe Ryan has proven that he has the knowledge and expertise to support our entire application portfolio.

The proposed hourly rate is below the average for a consultant with his skillset.

BUDGETARY IMPACT:

The 2023 Information Technology Budget includes \$130,000.00 for Application Support Services. Independent Contractor rate is 62.00 per hour.

Attachments: (1)

- Joe Ryan Contract

CONSULTING SERVICES AGREEMENT

IT Consulting Services (70118-52603)

The DISTRICT hereby requests and authorizes the CONSULTANT "Assigned Individual" to perform the following services:

SCOPE OF SERVICES:

- Application Analyst in Support of NID software systems and servers including
 - Finance, Payroll, HR, Community billing, SQL server and databases, Access databases, Visual studio applications, Crystal reports, MS SQL SSRS reports, Telemetry systems, Hydstra, Datawise, DCStools, web sites, home grown interfaces, etc.
 - Any other systems as identified / assigned.
- Software installs and troubleshooting
- User/permissions management
- Assigned technical tickets
- Document internal procedures
- Travel to other sites as required

FEE FOR SERVICE AND METHOD FOR DETERMINING FEE:

\$62.00 Per Hour

Services covered by this task order shall be performed, and payment for such services shall be made, all in accordance with that AGREEMENT between DISTRICT and CONSULTANT dated January 1st 2023.

[SIGNATURE PAGE TO FOLLOW]