



STAFF REPORT

AGENDA NO: 9i

MEETING DATE: May 19, 2025

To: Honorable Mayor and City Council

Date: May 19, 2025

From: Helen Yu-Scott, Finance Director – (650) 558-7222

Subject: Adoption of a Resolution Approving a Professional Services Agreement for Information Technology Consulting Assistance Services with Raftelis Financial Consultants Inc. on an As-needed Basis, with a Not-to-Exceed Limit of \$150,000 for FY 2024-25, a Total of \$200,000 for an Additional Two-Year Term Ending June 30, 2027, and Authorizing the City Manager to Execute the Agreement

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution approving a Professional Services Agreement (“Agreement”) for Information Technology Consulting Assistance Services with Raftelis Financial Consultants Inc. on an as-needed basis, with a not-to-exceed limit of \$150,000 for FY 2024-25, a total of \$200,000 for an additional two-year term ending June 30, 2027, and authorizing the City Manager to execute the Agreement.

BACKGROUND

Since the Information Technology (IT) Managed Services Provider contract with Redwood City expired on June 30, 2022, the City has utilized a combination of an IT Managed Services Provider and various IT consultant firms to support the City’s IT needs.

DISCUSSION

In July 2024, the City engaged with a consultant firm, Raftelis Financial Consultants Inc., to provide various adviser services, including advice on strategic planning, IT best practices, and technology project management. Since the City does not have any in-house IT personnel, it is the City’s desire to work with Raftelis Financial Consultants, Inc, to support the City’s Finance Director by assisting with technology-related initiatives and providing expert advice on various projects.

Over the past four months the City has utilized Raftelis to provide project management for the migration to the City’s new cloud-based phone system (Ring Central), which has exhausted the current engagement amount of \$99,500. An amendment is necessary to complete the work planned for the current fiscal year (\$50,500) and allow the City to continue to use Raftelis’ assistance for upcoming projects, such as the City’s IT Strategic Plan, critical infrastructure upgrade, and move to a new City Hall, etc., on an as-needed basis. The knowledge and experience of the City’s IT operational needs is valuable and will help the City continue moving forward with its IT initiatives.

FISCAL IMPACT

Adequate funds have been appropriated in the Internal Services Fund budget for FY 2024-25. The future cost of the Agreement will be included in the budget development process for the next two years.

Exhibits:

- Resolution
- Agreement