

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** April 28, 2025
SUBJECT: Approve the award of RFP 25-014 to Cogent Infotech Corporation for an Information Technology Operational Efficiency Audit in the amount not to exceed \$90,000 and authorize the City Manager to execute the related professional services agreement.

PRESENTER: Paulette Hartman, City Manager

SUMMARY:

It is recommended that the City Council approve the award of RFP 25-014 to Cogent Infotech Corporation for the Information Technology Operational Efficiency Audit as detailed in the attached proposal in the amount not to exceed \$90,000.

GENERAL DESCRIPTION:

As part of the FY 2024-2025 Adopted Operating Budget, the City Council approved conducting an Information Technology Operational Efficiency Audit. The Council's directive to conduct this efficiency audit stemmed from a desire to proactively identify areas for improvement and ensure optimal resource utilization. This aligns with the City Council goals to drive operational excellence into every area and create a more efficient city. This audit is intended to identify areas for improvement, streamline processes, position the city to effectively adapt to technological changes and enhance service delivery within Information Technology operations. Ultimately, this audit will provide the City with valuable insights and recommendations to build a more robust, responsive, and effective technological foundation that is optimized to meet the evolving needs of the city.

To ensure a fair and competitive selection process, the city conducted a comprehensive nationwide search, reaching 2,350 potential vendors. On February 5, 2025, the city formally released a Request for Proposals (RFP) through Public Purchase, a well-established and widely used procurement platform. This broad outreach resulted in a strong response from the vendor community, with 12 proposals received by the submission deadline of February 19, 2025, from the following firms.

ALINEDS LLC	Avero Advisors, LLC	Blackline Consulting
Cogent Infotech Corporation	Excipio Consulting LLC	Matrix Consulting Group
Public Works	Raftelis	Sciens LLC
Synoptek, LLC	Twilight Training LLC	UHY Advisors Mid-Atlantic, Inc.

Proposals were then evaluated based on the firm's experience, qualifications, proposed methodology, cost and references. Based on an evaluation of the selection criteria, a five-member committee including representatives from the City Manager's Office, Information Technology, Police and Fire departments recommend awarding the bid to Cogent Infotech Corporation due to their demonstrated expertise, comprehensive approach and understanding of the City's needs. Their extensive experience in conducting operational efficiency audits for similar municipal Information Technology operations was also a significant factor in their selection.

RECOMMENDATION:

Approve the award of RFP 25-014 to Cogent Infotech Corporation for the Information Technology Operational Efficiency Audit in the amount not to exceed \$90,000 and authorize the City Manager to execute the related professional services agreement.