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December 2, 2014

### DECISION MEMORANDUM

**TO:** Council members

**FROM:** Sharon Ossmann  
Bud Decker

**SUBJECT:** Three to Five Year Strategic Technology Plan.

**PROPOSED ACTION:** Negotiate a contract with ACME Business Consulting to develop a strategic technology plan

**SIGNIFICANCE:** This contract seeks to define the best course for four distinct areas of technology: website platform and development; best direction for emerging collaboration needs to meet Council goals; mail list and contact management system tools for communicating with interested parties; and guidance on document retention practices to adequately retain and organize data.

### BUDGETARY/ECONOMIC IMPACTS

The proposed contract with ACME Business Consulting totals \$49,000, with a final report delivery date of March 20, 2015. The cost of this contract will be shared by the administrative, public affairs, and fish and wildlife division budgets.

### BACKGROUND

Council staff identified several areas of internal operations where technology is rapidly changing. Choosing and implementing the best software and hardware solutions has proven difficult due to differing needs within divisions, across divisions, and changes in the way information is being disseminated (electronically as opposed to print). In October, staff released a request for proposals to develop a three to five year strategic

technology plan. We received three proposals, and after meeting with each of the responding firms to discuss their approach in greater detail, the selection committee unanimously recommended we enter into a contract with ACME Business Consulting to perform the work.

## **ANALYSIS**

ACME Business Consulting presented a phased approach to developing a strategic technology plan: staff interviews and research into current systems; exploring available technological solutions; identifying gaps; developing feasibility and cost estimates; presenting a draft roadmap with prioritized implementation recommendations; working with internal stakeholders to reach consensus; and issuing a final plan. ACME Business Consulting proposes to complete the work by March 20, 2015.

## **ALTERNATIVES**

The Council could choose one of the other proposals to complete this work. This is not the recommended alternative because ACME Business Consulting presented the best plan for completing this work within a limited amount of time and within limited budgetary resources.