

TAB 6



City of Palmetto Agenda Item

Meeting Date

12/6/10

Presenter: **Jim Freeman**

Department: **City Hall**

Title:

Computer Aided Dispatch (CAD) upgrade for PD

The City is planning to implement new IT hardware as part of the recent Energy Efficient Conservation Block Grant award that the City received a few months ago. The upgrades to the IT equipment include implementing a "virtual" system as part of the energy savings. In order to determine what type of hardware is needed, a feasibility study must be performed to ensure we identify the right hardware to implement. Staff spoke with three different vendors to determine the costs and scope of services associated with doing a feasibility study. Based on our interview, staff selected DSM to perform the IT virtualization feasibility study. The attached scope of services outlines the deliverables and costs associated with the study. The total cost is \$1,680 and will be paid for using grant dollars that were awarded to the City. At the conclusion of the study, the City will have clearer direction on the type of hardware that will be needed to achieve the project goals within the grant application. DSM is also an approved IT vendor for the State of Florida.

Virtualization of IT hardware is somewhat specialized, thus the reason for going to another vendor to assist with the implementation/feasibility. Our current IT vendor BI/IT participated in discussion and is supportive of this recommendation.

Budgeted Amount: \$39,965 **Budget Page No(s):** NA **Available Amount:** \$39,965 **Expenditure Amount:** \$1,680

Additional Budgetary Information: This project will be funded as part of the EECBG grant that was awarded to the City.

Funding Source(s): EECBG grant **Sufficient Funds Available:** Yes No **Budget Amendment Required:** Yes No **Source:** []

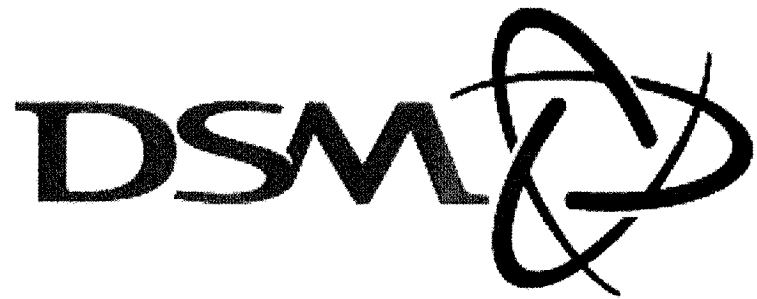
City Attorney Reviewed: Yes No N/A **Advisory Board Recommendation:** For Against N/A **Consistent With:** Yes No N/A []

Potential Motion/Direction Requested: Motion to approve and authorize the Mayor to sign the IT Discovery/Capacity Planner proposal for an amount not to exceed \$1,680.

Staff Contact: Jim Freeman [] [] []

Attachments: Scope of Work/Proposal []

November 23, 2010



Discovery / Capacity Planner Assessment

Presented to:

City of Palmetto



November 23, 2010

Jim Freeman
City of Palmetto
516 8th Ave. West
Palmetto, FL 34221

Jim,

Thank you for your interest and time to discuss your IT challenges and initiatives for the near future for your organization.

Please review the follow information, budget etc. and let me know when we can discuss further.

In summary a partnership with DSM will provide the following:

- A business partner that will strive to become a trusted advisor
- Data center expertise and understanding
- Consultative relationship, not a reseller
- Complete customer satisfaction
- Reducing costs
- Protecting your data
- Preparing for future events/growth
- Ensuring business continuity
- Saving time
- Leveraging current investments
- Improving ROI

Please do not hesitate to contact us, if you have any additional questions or recommendations.

Thank you for the opportunity.

A handwritten signature in black ink, appearing to read "Pat Jimenez", with a long, sweeping horizontal line extending to the right.

Pat Jimenez
DSM



Summary of Specific Requirements and Deliverables:

DSM Requirements

- DSM will conduct a discovery assessment, as seen from inside City of Palmetto publicly addressed networks.
- DSM will sign a confidentiality agreement prior to commencing any work on the behalf of City of Palmetto.
- DSM will make every effort to minimize potential downtime or outages associated with vulnerability and utility testing. DSM will also notify City of Palmetto management prior to utilizing any tools that may lead to a denial of service condition or otherwise cause an outage.
- DSM will not install any applications on City of Palmetto servers, workstations or network appliances without City of Palmetto prior approval.
- DSM will be responsible for substantiating its findings.
- All work, analyses, and findings by DSM will be documented in a written report to be delivered to City of Palmetto in hard and electronic copy.

City of Palmetto Requirements

- City of Palmetto will provide a listing of all publicly addressed network segments to be assessed and login access to network and the server devices listed on your IT layout.
- City of Palmetto will provide workspace and telephone for consultants if necessary.
- City of Palmetto will ensure vendor is given windows of time in which all assessment must be completed.

Statement of Work (SOW)

Discovery and Information Gathering

This Statement of Work (SOW) includes:

- Project Description
- Scope of Services
- Schedule
- Compensation



Project Description

Palmetto is a waterfront community located on the Gulf Coast of Florida, midway between Tampa / St. Petersburg to the north and Sarasota to the south.

Features

The City offers many enjoyable features, including:

- 12 city owned parks
- Numerous festivals
- Over 60 acres of green space
- Basketball and tennis courts
- Playgrounds
- An estuary park abutting the Manatee River

The City of Palmetto has grown and is in need of an IT discovery to validate infrastructure, assist with future needs, confirm setups and configurations and document the current IT environment for the shift to virtualization.

Scope of Services

DSM will focus on the following components:

- Network Discovery/Security
- Servers
- File and Share Permissions
- Connectivity
- Installation of Capacity Planner (30 day capture recommended)
- Provide Findings and Recommendations

Phase 1 - Assessment

During this phase, DSM will utilize a variety of “best practice” sources to provide the best possible assessment review. During the Assessment phase, DSM will conduct the following activities:



- IT Site Survey - Discovery
- Network Assessment
 - Network capacity
 - Wireless infrastructure
 - Connectivity speeds
- Server Assessment
 - Backups
 - Memory usage versus capacity
 - Processor usage versus capacity
 - Storage and backup assessment
 - Disk Utilization
 - Disk Configuration versus availability and performance
 - Operating Systems

Phase 2 - Project Management

- Coordination of scope, resources, timelines, and deliverables.

Phase 3 - Project Deliverables

- Documentation will be in electronic form
- Captured network, server system data
- Findings and recommendations
- Invoices
- Capacity planning reports
 - Executive Summary - A high level summary of the gathered results.
 - Capacity Planner Results -The Assessment Report presents the results of the assessment in a polished document. This will include consolidation ratios suggested, server utilization number and multiple options for virtual hosts configurations.



Schedule

The project will start at the direction of City of Palmetto representative after receipt of acceptance signature except for delays beyond the reasonable control of DSM. The scope of services will be completed within the timeframe agreed to in the project schedule.

Summary and budget

Item	Description	Flat Rate
1	General Discovery Capacity Planner Install	\$1,680.00

Acceptance

Except as herein amended, changed, or modified, all other terms, conditions, and obligations of the Agreement dated November 23, 2010 shall remain in full force and effect.

By signature, this task order is accepted and DSM is authorized to proceed at the direction of the City of Palmetto Representative in accordance with the scope of services.

DSM.net, Inc.

City of Palmetto

By: _____
Signature

By: _____
Signature

Name: James D. Robinson
Print Name

Name: _____
Print Name

Title: President

Title: _____

Date: _____

Date: _____