

DATE: JANUARY 8, 2025

FROM: INFORMATION TECHNOLOGY

SUBJECT: RESOLUTION NO. _____ - AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND SDI PRESENCE LLC FOR INFORMATION TECHNOLOGY STRATEGIC PLAN DEVELOPMENT SERVICES

SUMMARY:

Staff requests approval to enter into an Agreement with SDI Presence LLC (SDI) for Information Technology Strategic Plan Development Services. This initiative will establish a 5-year IT Strategic Plan for the City of Los Angeles Harbor Department (Harbor Department), with a focus on business and IT alignment, emerging and innovative technologies, and operational excellence.

The recommendation to select SDI is based on a competitive Request for Proposals (RFP) process performed by the Harbor Department. The proposed Agreement has a one-year term and a not-to-exceed compensation amount of \$216,940.

The Harbor Department will be financially responsible for payment of expenditures incurred under the proposed Agreement.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, it is more feasible for outside contractors to perform the proposed services rather than City employees;
3. Approve the Agreement with SDI for a duration of one year and a not-to-exceed compensation amount of \$216,940;

SUBJECT: AGREEMENT FOR INFORMATION TECHNOLOGY STRATEGIC PLAN DEVELOPMENT SERVICES

4. Authorize the Executive Director to execute and the Board Secretary to attest said Agreement for and on behalf of the Board; and
5. Adopt Resolution No. _____.

DISCUSSION:

Background and Context – The IT Division provides computer and communications systems support services to approximately 1,000 Harbor Department employees and on-site consultants. These services may include support for on-going IT operations, including the help desk, end user support, data center, servers, storage, network, cyber security, software applications, databases, telephones, cellular services, data circuits, physical security systems, artificial intelligence, police technologies, maritime technologies and other related IT services. In addition, the IT Division provides planning and implementation support for the IT components of projects led by other divisions.

In 2014, a 5-year Information Technology Strategic Plan was developed to align with the Harbor Department’s 2012 Strategic Plan. The plan was a port-wide effort focused on identifying business, operational needs, defining technology projects, and creating a roadmap to meet those needs.

With the continued digitalization of ports and maritime supply chain, and emergence of disruptive and transformational technologies, it is imperative that the Harbor Department develop a new IT Strategic Plan for the next five years (2025-2029), which aligns with the department’s overall strategic objectives and establishes a roadmap for using technology to achieve business goals.

Selection Process – The Harbor Department issued an RFP for IT Strategic Plan Development Services on July 25, 2024. Out of a total of 25 proposals received by the submission deadline of August 22, 2024, 14 of them were deemed responsive to the RFP’s administrative requirements. The Evaluation Committee was comprised of two representatives from the Harbor Department’s IT Division and one representative from Los Angeles World Airports. The Evaluation Committee reviewed and scored all 14 proposals according to the RFP’s evaluation criteria, which were: (A) firm qualifications, experience and references; (B) project organization, personnel and staffing; (C) project approach, work plan, and management; (D) rates, fees, and budget control; and (E) quality and responsiveness of the proposal. The firm with the highest score and therefore recommended for award was SDI.

Proposed Agreement – The proposed Agreement with SDI is for a one-year term and a not-to-exceed compensation amount of \$216,940.

SUBJECT: AGREEMENT FOR INFORMATION TECHNOLOGY STRATEGIC PLAN DEVELOPMENT SERVICES

The scope of the project includes assessing the current IT environment; determining its strategic direction and objectives, including alignment with the Harbor Department's previous strategic plan; determining business activities; and IT staff priorities. The project will utilize surveying, interviewing and data gathering methods to obtain input from all Harbor Department divisions at all staff levels of the organization. A project team consisting of IT staff and division stakeholders will be established to ensure that SDI fulfills its responsibility to develop a 5-year IT Strategic Plan. The proposed plan is essential for the IT Division to implement a strategy for effectively deploying IT solutions in support of the organization's strategic business objectives.

ENVIRONMENTAL ASSESSMENT:

The proposed action is the approval of an Agreement with SDI for IT development services which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed Agreement with SDI will enable the Harbor Department to receive IT strategy development services for a not-to-exceed compensation amount of \$216,940 over a one-year term.

Fiscal Year 2024-25 funding in the amount of \$216,940 has been budgeted within Account 544160 (Miscellaneous Professional Services), Division 50010 (Information Technology).

DATE: JANUARY 8, 2025

PAGE 4 OF 4

SUBJECT: AGREEMENT FOR INFORMATION TECHNOLOGY STRATEGIC PLAN
DEVELOPMENT SERVICES

CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the proposed Agreement as to form and legality.

TRANSMITTALS:

1. Agreement with SDI Presence LLC

SheebaVarughese

Sheeba Varughese
dc=pola, dc=lahd, ou=HQ,
ou=ITD, ou=USERS, ou=EMP,
cn=Sheeba Varughese,
email=SVarughese@portla.org
2025.01.08 12:46:22 -08'00'

SHEEBA VARUGHESE
Chief Information Officer

FIS Approval: 
CA Approval: 



Digitally signed by
Thomas E. Gazsi
Date: 2025.01.08
16:50:54 -08'00'

THOMAS E. GAZSI
Chief of Public Safety and
Emergency Management

APPROVED:

Erica M. Calhoun for

EUGENE D. SEROKA
Executive Director

SV:IM