



**TO:** Board of Contracts and Awards  
**FROM:** Jack Kelanic, Director of Information Technology *JK*  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, Chuck Blankenship  
**SUBJECT:** Gartner, Inc. Advisory Services – SAP Contract 4600010447  
State of Washington Contract T05-TSD-329 (05712) – March 29, 2016  
**DATE:** March 15, 2016

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**SUMMARY:**

The Information Technology Department (ITD) requests approval to increase contract number 4600010447 to Gartner, Inc., of Stamford, CT, by \$75,257.00, sales tax not applicable, for information technology research and advisory services. This increase will bring the contract to a cumulative aggregate total of \$201,391.00, and will extend the contract term through February 28, 2017.

**STRATEGIC POLICY PRIORITY:**

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

This contract provides for access to proprietary tools, research, data, and advisory services to optimize information technology planning, product selection, and service operations; resulting in a more efficient and effective government.

**BACKGROUND:**

ITD has subscribed to Gartner, Inc. since 2013 for access to research and consulting services for the purpose of informing and guiding the City’s technology and business support services. Benefits of the Gartner, Inc. services for the City include cost savings for technology product and services purchases, reduced staff time researching and comparing technology solutions, and quicker development and/or deployment of industry best practice policies, procedures, and IT business processes.

Through the Gartner, Inc. services, the City has direct access to over 1,100 world-class IT experts representing over 1,300 technology-related subject areas.

**ISSUE:** ITD seeks to continue Gartner, Inc. services through the current State contract expiration date of February 28, 2017. The services renewal amount will bring the contract to a cumulative aggregate total of \$201,391.00.

**ALTERNATIVES:** If the services extension is not approved, ITD could hire additional management analyst resources to conduct technology research and/or contract with individual consultants to augment in-house expertise. These alternatives are more expensive yet wouldn’t provide access to the breadth and depth of expertise offered by Gartner, Inc. services.

**COMPETITIVE SOLICITATION:** These services are being purchased under State of Washington contract T05-TSD-329 (05712), which has been competitively bid.

**CONTRACT HISTORY:** Under contract number 4600010447, ITD has utilized Gartner, Inc. for research and advisory services in the amount of \$126,134.00. This increase would bring the contract to a cumulative aggregate total of \$201,391.00 and would extend the term through February 28, 2017.



**SUSTAINABILITY:** Gartner, Inc. is committed to minimizing its environmental impact as far as is reasonably practicable. To facilitate this, Gartner aims at local, regional, and global levels to conserve natural resources, minimize waste and prevent environmental pollution. Gartner promotes sound environmental management policies and practices in any work carried out by or on behalf its organization. Its purchasing policy gives preference, as far as practicable, to those products and services which cause the least harm to the environment.

**SBE/LEAP COMPLIANCE:** Not applicable.

**RECOMMENDATION:**

ITD requests approval to increase SAP Contract number 4600010447 to Gartner, Inc., of Stamford, CT, by \$75,257.00, sales tax not applicable, for information technology research and advisory services. This increase will bring the contract to a cumulative aggregate total of \$201,391.00, and will extend the contract term through February 28, 2017.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	593100	5310100	\$75,257.00
<b>TOTAL</b>			\$75,257.00

\* General Fund: Include Department

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	593100	5950289-5950350	\$75,257.00
<b>TOTAL</b>			\$75,257.00

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** There is no fiscal impact to the current biennial budget. Current biennial need of \$75,257.00 is available and appropriated.

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Expenditures and revenues are planned and budgeted.

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.**