

Staff Report

TO: Board of Directors

FROM: Greg Jones, Assistant General Manager
John Ortiz, Information Technology Administrator

DATE: January 22, 2025

SUBJECT: Information Technology Application Analyst Consultant Sole Source Agreement (Consent)

ADMINISTRATION

RECOMMENDATION:

Award a sole source agreement in the amount of \$145,000 to Joe Ryan, an Independent Contractor, to assist the Information Technology (IT) Department with application support services and Tyler Munis Implementation, and authorize the General Manager to execute the appropriate documents.

BACKGROUND:

Application Analyst role:

An Application Analyst is essential, especially in a heavy custom-written application environment. A candidate with this skillset needs to diagnose problems, design solutions and ensure applications are implemented with a successful outcome. In addition, we require an analyst with a robust database and reporting knowledge.

Joe Ryan comes to NID with over 35 years of IT experience focused on application support, database administration, and scripting knowledge. Joe Ryan started working with NID 30 months ago and transitioned as the primary support for the Central Square upgrade project. Our application environment is complex with several legacy applications and without an application analyst it's difficult to provide timely support. However, Joe continues to impress with his application knowledge and prompt resolution.

Due to the everyday maintenance, upcoming projects, and the critical need for Tyler ERP Implementation services, we require assistance from a well-established Application Analyst. Staff is recommending the award of a sole source contract to Joe Ryan, who has established himself in our application environment. Joe Ryan possesses the knowledge and expertise to support our entire application portfolio,

including the necessary skills for a successful ERP implementation. The proposed hourly rate is below the average for a consultant with his skill set.

BUDGETARY IMPACT:

No budgetary impact. The 2025 Information Technology Budget includes \$145,000.00 for Application Support and Tyler Implementation Services. Independent Contractor rate is 70.00 per hour.

Attachments: None