

12-5136

EM SUBMISSION NO.: 2012EM206

PRESENTED: 4-10-12

ADOPTED: 4-12-12

BY THE EMERGENCY MANAGER:

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF FLINT AND EPIC TECHNOLOGY SOLUTIONS FOR  
INFORMATION TECHNOLOGY SERVICES**

The City of Flint is in need of assistance with the management of the Information Services Division of the Finance Department. Paul Knific, of Epic Technology Solutions, has previously performed some of these duties for the City and has proven himself to have the necessary skills and expertise to fulfill the management needs of the City's Information Services Department at this critical time.

A proposal has been submitted by Epic Technology Solutions wherein Mr. Knific would perform these services for the City, as outlined in the attached Statement of Work. The cost for these services is \$70,000 for 20 hours per week for the time period of April 3, 2012 through June 30, 2013. Additional services may be requested and provided by Mr. Knific, or another employee of Epic Technology Solutions, with additional charges as outlined in Attachment A.

**IT IS RESOLVED**, That an agreement is approved between the City of Flint and Epic Technology Solutions for the services of Paul Knific (and possibly other individuals) in the performance of information technology services, as outlined in the attached, to be charged to account #636-228.100-801.000 for the period of April 1, 2012 through June 30, 2013.

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Peter M. Bade, Chief Legal Officer

APPROVED AS TO FINANCE:

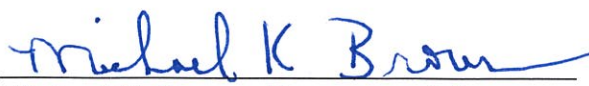
  
\_\_\_\_\_  
Jerry Ambrose, Finance Director

**EM DISPOSITION:**

ENACT ☒

FAIL ☐

DATED 4-12-12

  
\_\_\_\_\_  
Michael K. Brown, Emergency Manager

# CITY OF FLINT INFORMATION SERVICES

## STATEMENT OF WORK

04/03/2012

### 1. Introduction.

- 1.1 Epic Technology Solutions (ETS) shall perform the services specified herein in executed by both ETS and the City of Flint. ETS shall provide all Deliverables in electronic form, where appropriate.

### 2. Project Coordinators.

- 2.1 **City of Flint:** Gerald Ambrose  
(phone) (810) 766-7266 ext 203  
(email) [gambrose@cityofflint.com](mailto:gambrose@cityofflint.com)
- 2.2 **ETS:** Paul Knific  
(phone) (866) 259-2934 ext 402  
(email) [pknific@etshost.com](mailto:pknific@etshost.com)

### 3. Project Description

- 3.1 **General.** ETS will provide Information Technology services to the City of Flint to facilitate IT decisions.
- 3.2 **Project Scope.** The city requires a project manager to facilitate IT decisions. The city will require a project manager to work 20 hours per week from April 3<sup>rd</sup> 2012 until June 30<sup>th</sup> 2013. Additional services may be requested, by the City of Flint, to ETS as needed for an additional charge outlined in Attachment A.

### 4. Deliverables.

#### Developer shall provide the following Deliverables:

1. Establish a method for IT governance
2. Propose an organizational structure for the Information Services(IS) Department
3. Assist in re-branding efforts for the IS department
4. Define Policies and Procedures for Information Services
5. Determine a method for Inter Service Fund charges.
6. Write project plans for collaboration projects
7. Manage the BS&A, Payroll, and Virtualizaiton system upgrades

## 5. Payment Schedule.

Amount	Date Range	Remit Payment by Date
\$15,000	April 1 <sup>st</sup> 2012 -June 30 <sup>th</sup> 2012	4/14/2012
\$13,750	July 1 <sup>st</sup> 2012 – Sept. 30 <sup>th</sup> 2012	7/14/2012
\$13,750	Oct 1 <sup>st</sup> 2012 – Dec 31 <sup>st</sup> 2012	10/14/2012
\$13,750	Jan 1 <sup>st</sup> 2013 -- Mar 31 <sup>st</sup> 2013	1/14/2013
\$13,750	April 1 <sup>st</sup> 2013 – June 30 <sup>th</sup> 2013	6/16/2013
<b>\$70,000</b>	<b>TOTAL DUE</b>	

Payment for additional services requested are outlined in *Attachment A*. ETS will invoice the City before each remit by payment date.

## 6. Responsibilities

6.1 **ETS.** Subject to City of Flint's responsibilities as described in Section 4 of this Statement of Work, and at its sole expense, ETS shall have the following principal responsibilities with respect to development services:

6.1.1 It shall complete each deliverable

6.1.2 It shall report project status regularly to the City of Flint.

6.2 **City of Flint.** Subject to ETS's responsibilities as described in Section 4 of this Statement of Work and at its sole expense, City of Flint shall have the following principal responsibilities with respect to the Deliverables.

6.2.1 It shall determine the priority of each Deliverable

6.2.2 It shall assist in the completion of each Deliverable

## Attachment "A"

Epic Technology Solutions, LLC.  
432 N Saginaw St, Suite 207  
Flint, MI 48502

***Contact Us Today! 1 (866) 259-2934 | [Pknific@ETShost.com](mailto:Pknific@ETShost.com)***

### ETS Service Support Pricing

	Base (\$/Hr)	Your Price (\$/Hr) Discount Level: 30%
Level 1 Offsite	\$65.00	\$45.50
Level 1 Onsite	\$90.00	\$63.00
Level 2	\$120.00	\$84.00
Level 3	\$150.00	\$105.00
Level 4	\$180.00	\$126.00
Emergency Support	\$250.00	N/A

### ***Description of Professional Service Levels:***

#### ***Level 1***

HelpDesk Support  
PC Technician

#### ***Level 2***

Programmer  
Network Technician  
Web Design/GUI Development

#### ***Level 3***

DBA  
Inter Application Support  
Project Manager

#### ***Level 4***

Network Administrator  
Security Compliance Auditor

#### ***Emergency Support***

All Support done at emergency notice

*Specialized pricing can be established for projects expected to take more than 60 hours.*