



To: Mayor and City Commission  
From: Arthur H. Sorey, III, City Manager  
Date: August 16, 2022

RE: **A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF NORTH MIAMI BEACH, FLORIDA, APPROVING AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE AN AGREEMENT WITH VITAVER AND ASSOCIATES, INC. FOR THE PURCHASE OF INFORMATION TECHNOLOGY STAFF AUGMENTATION FOR A NOT TO EXCEED AMOUNT OF \$63,000; AUTHORIZING THE CITY MANAGER OR DESIGNEE TO DO ALL THINGS NECESSARY TO EFFECTUATE THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

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### **RECOMMENDATION**

Staff recommends approval of the attached Resolution authorizing the City Manager to execute all related documents to effectuate annual purchases with VITAVER AND ASSOCIATES, INC., through State of Florida Contract 80101507-21-STC-ITSA, for a two (2) year term effective October 1, 2021, with a renewal option that does not exceed the initial contract term.

Pursuant to Section 3-3.14 of the City Code, the City Manager currently has the authority to approve purchases and awards up to fifty thousand (\$50,000.00). Any expenditures above this amount are presented to the Mayor and City Commission for approval.

Pursuant to Section 3-4.3 of the City's Code of Ordinances allows for the use of other governmental entities' contracts upon a determination that the supplies, materials, equipment or contractual services needed by the City were purchased using solicitation procedures which are substantially equivalent to the City's Purchasing Guidelines.

### **BACKGROUND**

Vitaver manages the IT training life cycle, including needs analysis, training strategy and development and delivery of training programs and tools for IT professionals and end-users.

Additionally, implements and manages a skills management and competency development process for the IT professional staff and end-user community.

The IT Trainer will coordinate and provide services to identify business and subsequent training drivers for the organization and identifies technology drivers for the analysis of roles and their associated skills and competencies. Leads analysis of current skills to identify skill gaps and works with IT to prioritize skills training and development imperatives. Ensures a technical learning environment exists in the organization. Responsible for ensuring capability of technology is maximized through effective training, resulting in transfer of knowledge and skills that support organizational needs.

### **FUNDING IMPACT/ FUNDING SOURCE**

All funding for these programs will come from the funds received from City Department's Budget as allocated annually during the Budget process.

### **ATTACHMENT(s)**

Proposed Resolution

Exhibit 2 – Department of Management Services Contract No. 80101507-21-STC-ITSA

Exhibit 3 – Piggyback Cooperative Purchase Request Form

Exhibit 4 – Proposal

CC: Ricardo Castillo, Chief Information Officer