



Office of the City Manager

CONSENT CALENDAR  
September 14, 2021

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Savita Chaudhary, Director, Information Technology  
 Subject: Contract No. 32100060 Amendment: RevolutionCyber, LLC for Professional Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 32100060 with RevolutionCyber, LLC for additional professional services for the implementation of the City's Data Safety program, for an amount not to exceed \$19,250 and a total contract value not to exceed \$121,275 from November 13, 2020 through June 30, 2022.

FISCAL IMPACTS OF RECOMMENDATION

One-time funding for this project is available in the Department of Information Technology's Fiscal Year (FY) 2022 General Fund allocation as itemized below.

\$19,250 FY 2022: Professional Services  
 FY 2022 Budget Code: 011-35-363-380-0000-000-412-612990-

(General Fund, IT Department, Professional Services)

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**\$19,250 Total FY 2022 Professional Services**

CURRENT SITUATION AND ITS EFFECTS

The City's existing cyber-resilience plan prioritizes and organizes cyber security projects, objectives, and requirements needed within the next five years to improve the City's cyber-resilience posture. The cyber resiliency plan categorizes all projects into five focus areas, which include Data Transparency, Data Privacy and Data Security, Program Functional Design, Policy and Rationale, Monitoring, Response & Mitigation, and Training and Culture. In December 2020, Council approved funding that allowed the City to move forward on six high-priority projects, including launching a Data Safety Program.

The launch of the Data Safety Program will focus on implementing technologies that impact the City's information safety, and is also a Strategic Plan Priority Project, advancing the City's goal to:

- Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.
- Create a resilient, safe, connected, and prepared city.

RevolutionCyber, LLC (RC) will develop the draft of the policy and procedures that will serve as the foundation of the Data Safety Program. The policy that RC will develop will ensure that all City information/data remains sufficiently protected with respect to its sensitivity, privacy, criticality, and context. RC will develop this policy in the form of an Administrative Regulation (AR) and it will apply to all City departments and staff.

This contract amendment extends the initial contract work to include an additional assessment of City's Data Risk Exposure of how and where sensitive information, including privacy data, is exposed in the daily operation of City's delivery of services by its departments. RC will develop a Data Risk Exposure Matrix Report (DREM) and the AR and DREM will address the creation, labeling, use, sharing, governance, and disposition of information/data created and managed by the City.

## BACKGROUND

In May 2019, the City engaged with a consultant to complete an "as-is" assessment of the City's cyber resiliency. The consultant developed a cyber-resilience plan that recommended and prioritized cyber security projects, objectives, and requirements for the next five years. In May 2020, the consultant also recommended a roadmap to the City with large-scale and coordinated projects that would create and mature the City's cyber-resilience capabilities and controls in the most efficient and effective manner.

In December 2020, staff presented to Council the assessment of the threats currently facing the City's information and computer-networks, the recommended roadmap, and prioritized six of the projects, setting their completion date to be on or by June 30, 2021. Establishing and launching a Data Safety Program was one of the six projects selected for FY 21.

Between March and the end of June, RevolutionCyber, LLC (RC) has worked with the Information Security Manager, Department of IT, the Senior Leadership Team (SLT) and their designees, and the City Manager in creating and vetting a comprehensive Data Safety AR. This AR is in its final stages of being published.

Furthermore, during the same timeframe, RC has conducted surveys with and met with each City department, the Rent Stabilization Board, the Library, and Berkeley Housing Authority (BHA) to conduct an assessment as to the exposure that sensitive data, including privacy information, is subjected to in the course of doing the daily business of the City. The resulting analysis will provide the City and SLT a heatmap which, in turn, will aid the City in prioritizing the data safety needs of its various business units, and in rolling out unit-specific procedures, guidance and training, supplementing the AR.

## ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

While there are no direct environmental sustainability or climate impacts associated with this proposed assessment of the City's Data Risk Assessment, Revolution Cyber will conduct all work remotely which reduces greenhouse gas emissions related to travel from City facilities.

RATIONALE FOR RECOMMENDATION

RC currently works with the City's senior leaders and their designees to assess the risk to the information in the structure of the City and its departments and to design and develop the standards for the Data Safety Program, which addresses those risks and the departments' data access needs.

Staff recommends continuing to work with RC to publish the AR and the DREM for the Data Safety Program. RC has the outside perspective that provides industry best practices and experience in working with other local municipalities to help establish a framework that the City will use in the near future.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered developing and launching the Data Safety Program internally, however staff determined that the work would be completed timelier by having RC build on the work that they have previously completed for the City. Hiring another consultant would involve additional time and expenses to become familiar with the City's data distribution, departments, controls and technologies.

CONTACT PERSON

Savita Chaudhary, Director, Information Technology, 510-981-6541

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32100060 AMENDMENT: REVOLUTIONCYBER, LLC FOR  
PROFESSIONAL SERVICES

WHEREAS, in May 2019, the City engaged a consultant to complete an “as-is” assessment of the City’s cyber resiliency, which produced a cyber-resilience plan that recommended and prioritized cyber security projects, objectives, and requirements for the next five years; and

WHEREAS, in December 2020, staff presented to Council the assessment of the threats currently facing the City’s information and computer-networks, the recommended roadmap, and prioritized six of the projects setting their completion date to be on or by June 30, 2021; and

WHEREAS, establishing and launching a Data Safety Program was one of the six projects selected for FY 21; and

WHEREAS, RevolutionCyber, LLC currently works with the City’s senior leaders and their designees to assess the risk to the information within the structure of the City and its departments and to design and develop the standards and aids for the Data Safety Program, which addresses those risks and the departments’ data access needs; and

WHEREAS, RevolutionCyber, LLC has the outside perspective that provides industry best practices and experience in working with other local municipalities to help establish a framework that the City will use in the near future; and

WHEREAS, one time funding for this project is available in the Department of Information Technology’s Fiscal Year (FY) 2022 General Fund allocation.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 32100060 RevolutionCyber, LLC for Professional Services, for an amount not to exceed \$19,250 and a total contract value not to exceed \$121,275 from November 13, 2020 through June 30, 2022.