



Office of the City Manager

CONSENT CALENDAR  
April 27, 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. 31900065-1 Amendment: Cyber Leadership and Strategy Solutions. LLC for Professional Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No 31900065-1 with Cyber Leadership and Strategy Solutions, LLC (CLASS) for professional services in an amount not to exceed \$180,100, and a total contract value not to exceed \$230,000 from January 7, 2019 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) 2021’s General Fund, and FY 2022’s IT Cost Allocation fund as itemized below. Future fiscal year spending is subject to Council approval of the proposed citywide budget and Annual Appropriation Ordinances:

\$130,100	Professional Services FY 2021 Budget Code: 011-35-363-382-0000-000-472-612990- (General Fund, IT, Professional Services)
\$50,000	Professional Services FY 2022 Budget Code: 680-35-363-382-0000-000-472-612990- (Information Technology Cost Allocation, IT, Professional Services)
<b>\$180,100</b>	<b>Total FY 2021-22 Professional Services</b>

CURRENT SITUATION AND ITS EFFECTS

The City’s existing cyber-resilience plan (CRP) prioritizes and organizes cyber security projects, objectives, and requirements needed within the next five years to increase the City’s cyber-resilience. The CRP categorizes all projects into five focus areas. These areas include data transparency, data privacy, data security, program functional design, policy and rationale, monitoring, response, mitigation, training, and culture.

In December 2020, Council approved funding that allowed the City to move forward on six high-priority projects, including the need within the City of Berkeley for a set of cybersecurity policies, procedures, standards, and guidelines across the five focus areas of the CRP.

Under an initial contract and subsequent contract amendment, CLASS, LLC has participated in developing and implementing cybersecurity policies, procedures standards, and guidelines on two critical functions within one focus area thus far – namely: disaster recovery and incident response, respectively. With this contract amendment, CLASS, LLC will continue to develop and implement cybersecurity policies, procedures standards, and guidelines. This work is scheduled to be completed in twelve months.

These projects are a part of the cyber resiliency plan, which is a Strategic Plan Priority Project of advancing the City’s goal to “create a resilient, safe, connected, and prepared city”.

BACKGROUND

In January 2019, the City entered into a contract with CLASS, LLC to develop and conduct the initial components of a multi-year business impact assessment. Business impact assessments are used to identify and prioritize the recovery and continuation efforts of an organization’s information technology and connections that have been lost, damaged, or functioning at a reduced capacity as a result of a natural or human-induced disaster.

In September 2020, the contract was amended and CLASS, LLC was tasked: (a) to deliver a cybersecurity incident response checklist of procedures modeled on industry best practices and covering the most critical incidents, as identified by the City; (b) provide materials for the City’s annual cybersecurity awareness campaign. And in the wake of several high profile vendor breaches through a change order, and (c) develop with and deliver to the City a draft Administrative Regulation on managing vendor cyber-risk.

ENVIRONMENTAL SUSTAINABILITY

CLASS, LLC will conduct all of their work remotely. All deliverables are provided in a digital and easily editable form. When face-to-face meetings are required, they will be conducted using video conferencing technology.

RATIONALE FOR RECOMMENDATION

CLASS, LLC currently works with the City and has developed various templates for business impact assessments, incident response checklists, cybersecurity awareness materials, and vendor cyber-risk administrative regulations, all of which have proven to be an effective and efficient way of producing workable and viable documentation needed by the city’s cyber-resilience program. The breadth and depth that CLASS, LLC brings to its work has been invaluable to move the City forward.

Staff recommends continuing to work with CLASS, LLC for the implementation of future cybersecurity policies, procedures, standards, and guidelines, aprovides as they are knowledgeable in industry best practices and have deep experience 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 these policies and procedures internally, however staff determined that the work would be completed in a more timely and cost effective manner by having CLASS, LLC build on the work that they have previously completed for the City. CLASS, LLC has the extensive cybersecurity and local government experience required to provide the City with the cybersecurity policies, procedures, standards, and guidelines within the scope of this contract amendment. 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. 31900065-1 AMENDMENT: CYBER LEADERSHIP AND STRATEGY SOLUTIONS, LLC FOR PROFESSIONAL SERVICES

WHEREAS, the City's existing cyber-resilience plan prioritizes and organizes cyber security projects, objectives, and requirements needed within the next five years to increase the City's cyber-resilience; and

WHEREAS, CLASS, LLC has participated in developing and implementing cybersecurity policies, procedures, standards, and guidelines on the city's disaster recovery and incident response; and

WHEREAS, CLASS, LLC currently works with the City's to assess its risk and has developed various templates for business impact assessments, incident response checklists, cybersecurity awareness materials, and vendor cyber-risk administrative regulations, all of which have proven to be an effective and efficient way of producing workable and viable documentation needed by the city's cyber-resilience program; and

WHEREAS, these projects are a part of the cyber resiliency plan, which is a Strategic Plan Priority Project of advancing the City's goal to "create a resilient, safe, connected, and prepared city"; and

WHEREAS, one time funding for this project is available in the Department of Information Technology's Fiscal Year (FY) 2021's General Fund, and FY 2022's IT Cost Allocation fund, and future fiscal year spending is subject to Council approval of the proposed citywide budget and Annual Appropriation Ordinances.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 31900065-1 with Cyber Leadership and Strategy Solutions, LLC for professional services for an amount not to exceed \$180,100, and a total contract value not to exceed \$230,000 from January 7, 2019 through June 30, 2022.