

Legislation Text

File #: #18-192, Version: 1

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DATE OF MEETING: 05/21/18

SUBJECT:

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO AMEND AN EXISTING FY 2017/18 PROFESSIONAL SERVICES AGREEMENT WITH CLIENTFIRST IN AN AMOUNT NOT-TO-EXCEED \$50,000 CUMULATIVELY FOR A TOTAL CONTRACT AMOUNT OF \$99,933 FOR IT PLANNING AND MANAGEMENT SERVICES

CITY MANAGER RECOMMENDATION

Adopt Resolution

COMPLIANCE STATEMENTS

Upgrade City Computer Network Infrastructure (IT), Complete Transition to New Office Location (IT), Budget Spending Controls (All), and Increase Financial Transparency (Finance) are adopted policy items under the adopted FY 2018-21 City Council Priority Workplan, effective November 1, 2017.

CEQA Compliance Statement

This is not a project as defined by CEQA as a budget or financing mechanism pursuant to 14 Cal. Code of Regulations section 15378(b).

BACKGROUND

On November 16, 2017, the City issued a Request for Proposals (RFP) for consultant services to perform an information technology (IT) audit, assessment, recommendations, and strategic plan development. The City received 11 valid proposals by the RFP deadline, ranging in cost from \$27,350 to \$192,215. The City ultimately selected ClientFirst at \$49,933 as providing the best value to the City, and the contract was executed under the City Manager's signature authority of \$50,000.

In the course of ClientFirst executing their contract, the City became aware of the need for more focused design and planning around the IT network and audio-visual (A/V) needs and requirements at new City Hall, as well as the need to mitigate immediate risk in the current City Hall network. Thus far, ClientFirst has been onsite for approximately nine work days, has gained a clear and solid understanding of City IT operations generally and has provided outstanding value and insight to the City.

Staff proposes to utilize ClientFirst for two additional work projects: (1) IT and A/V design and project management for the new City Hall; and (2) development of the City's storage area network (SAN) and implementation of a network log management system. The proposed cost of these two new scopes of work is \$10,000 and \$11,750 respectively.

With the initial RFP, staff already complied with the City's formal bid requirements as outlined in Municipal Code Section 3.16 for projects totaling over \$25,000. However, the City's new Purchasing

Policy adopted by City Council on March 5, 2018 (Resolution 2018-035) requires that City Council approval be sought at the point in time in which contracted amounts exceed \$50,000 cumulatively in any one fiscal year. These two new scopes of work will put the City over that \$50,000 threshold.

At this point, ClientFirst acknowledges that there may be additional future cost, which is unknown at this time, particularly in relation to the design/build aspect of new City Hall. In anticipation of other potential scopes of work and to safeguard against needing to come back to City Council for additional approvals, staff requests spending authority of \$50,000 for ClientFirst to supplement the original \$49,993 contract amount, making for a total spend amount for ClientFirst of \$99,933 during FY 2017/18.

FISCAL IMPACT

Funding in the amount of \$50,000 has been identified in the City Manager's Contingency Account (100-1310-44444) and in the Multi-Departmental Budget (100-1430-4xxxx) to fund the additional contract work. No additional appropriations are needed at this time.