

Agenda Report

March 17, 2014

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A SERVICES CONTRACT WITH IMPEX TECHNOLOGIES, INC., TO PERFORM REQUIREMENTS ANALYSIS, SYSTEMS PREPARATION AND DEPLOYMENT SERVICES FOR UP TO 500 CITY DESKTOP COMPUTERS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b) (3); and
2. Authorize the City Manager to enter into a services contract with IMPEX Technologies, Inc. to perform requirements analysis, systems preparation and computer deployment services for up to 500 City computers in an amount not to exceed \$113,211. Competitive bidding is not required pursuant to City Charter Article X Section 1002(F), Contracts for professional or unique services.

BACKGROUND:

The City's comprehensive Information Technology Strategic Plan (ITSP) which was completed in April 2011 focused on meeting the following objectives:

- Increase and enhance public access to information and services.
- Develop an IT investment strategy to enhance and replace aging systems.
- Develop a strategic plan with an enterprise focus, integrating existing and new systems.
- Maintain the flexibility to incorporate emerging technologies as they become available.

The ITSP also contains a 5-year implementation roadmap, which addresses the successful deployment of strategic business technologies required to meet the stated

objectives. Following this roadmap, the Department of Information Technology (DoIT) is undertaking specific key initiatives, including a Desktop Replacement Program. This program incorporates replacement of aging staff equipment with both physical and virtual desktop computers. Over the first 24 months of the program, a total of 631 devices (296 physical, 335 virtual) have been replaced.

DoIT is continuing its efforts to replace the City's aging fleet of desktop computers as quickly as possible. However, DoIT has determined that most of the remaining City computers require a unique blend of in-depth requirements analysis, application testing, application deployment preparation and other related services in order to ensure successful rollouts. Securing these services from a third party will allow DoIT to meet or exceed the goal of replacing the majority of the City's oldest computers by June 30, 2014.

On January 22, 2014, a Request for Proposals (RFP) for professional services to provide requirements analysis, systems preparation and computer deployment services for up to 500 desktop computers was issued and posted on the City's website. The scope of work outlined in the RFP requires the successful vendor to provide the following services:

- Granular computer software and hardware requirements analysis and related systems preparation services for meeting these requirements;
- Equipment delivery and temporary offsite storage of separately purchased City replacement computer equipment;
- Onsite computer deployment services, including salvage and destruction;
- 6-month warranty of workmanship; and
- Project management services.

On February 18, 2014, the City received a total of seven proposals in response to the RFP. Proposals were evaluated based on the five criteria outlined in the RFP: technical merit and completeness of solution, previous experience, pricing (total project and per unit), local Pasadena business, and small or micro-business designation. A panel of reviewers from the department ranked the proposals as follows:

Rank	Vendor	Headquarters	Points
1	IMPEX Technologies, Inc.	El Segundo, CA	69
2	Allied Digital, LLC	Gardena, CA	65
3	US Computers, Inc.	Brea, CA	63
4	Impres Technology Solutions, Inc.	Santa Fe Springs, CA	61
5	TeamLogic IT	Pasadena, CA	58
6	Alliance Integrated Technology, LLC	Pasadena, CA	50
7	JBA International, LLC	Pasadena, CA	43

Based on the scoring above, staff is recommending authorization for the City Manager to enter into a contract with IMPEX Technologies, Inc. for an amount not to exceed \$113,211. The primary factors for selecting IMPEX Technologies are the completeness of their requirements analysis methodology, the experience of their staff and

recommended sub-contractors for the project, previous experience with agencies similar to Pasadena and projects of this nature, and quality of service as demonstrated through prior experience working with the City's staff on various systems assessments and recommendations. This price includes all direct costs associated with services to be provided. The proposed contract will be set up as follows:

Base Project Fees and Expenses	\$107,820
Contingency Allowance (5%)	<u>\$ 5,391</u>
Contract "Not to Exceed" Amount	\$113,211

Staff anticipates the requirements analysis and systems preparation phase of the computer deployment project will take approximately 2 months from the time the engagement begins, with the subsequent computer deployment services phase lasting approximately an additional 1 to 2 months.

COUNCIL POLICY CONSIDERATION:

This contract with IMPEX Technologies, Inc. supports the City Council's three year goal to improve, maintain and enhance public facilities infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from CEQA per section 15061(b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action is for requirements assessment document and will not result in any new development or physical changes.

FISCAL IMPACT:

The cost of this action will be \$113,211. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Desktop Replacement Program operations account (8109-501-392600). It is anticipated that the majority of the contract amount will be spent during the current fiscal year, with the outstanding balance spent during the following fiscal year. There are no anticipated impacts to other operational programs or capital projects as a result of this action.

The following table represents a contract summary.

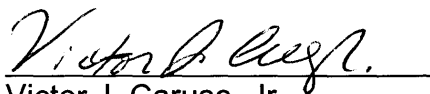
Base Fee and Expenses	\$	107,820
Contingency Allowance (5%)	\$	5,391
Total Fiscal Impact	\$	113,211

Respectfully submitted,



PHILLIP LECLAIR
Chief Information Officer
Department of Information Technology

Prepared by:



Victor J. Caruso, Jr.
Information Technology Analyst III

Approved by:



MICHAEL J. BECK
City Manager