

Agenda Report

February 27, 2017

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZE INCREASE TO PURCHASE ORDER CONTRACT 1171330 WITH SUPERB TECH INC. BY \$19,001 FOR A TOTAL NOT-TO-EXCEED OF \$94,000 FOR IT TEMPORARY STAFFING SERVICES

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 an increase to purchase order contract 1171330, with Superb Tech, Inc. by \$19,001 for a new amount not to exceed \$94,000 for information technology temporary staffing services. Competitive bidding is not required pursuant to City Charter Article X Section 1002(F), Contracts for professional or unique services.

BACKGROUND:

The Department of Information Technology (DoIT) is responsible for providing citywide technical support services in several key areas: applications, enterprise computing, Geographic Information Systems (GIS), network and wireless, program and project management, radios, telecommunications, and phone and field support through the Service Center (Help Desk).

In addition to these IT support services, DoIT is continuing to implement projects that are part of the Department's IT Strategic Plan (2011-2016). Areas of need for IT temporary staffing services have included project management and business analyst services for the Enterprise Resource Planning (ERP) System and Land Management System replacement projects, application development for e-Government web-based services to the public, and web development for the redesign of the City's website. Also, at any time throughout the year, DoIT has experienced anywhere from two to five personnel vacancies. While every effort is made to fill these vacancies as soon as possible, generally there is a need to back-fill while the recruitment process is in

progress. Therefore, in an effort to ensure that the aforementioned projects remain on schedule, and to fill any staffing vacancies that may occur throughout the year, staff initiated a Request for Proposals (RFP) for IT Temporary Staffing Services back on June 24, 2015.

On October 19, 2015, in response to the RFP, City Council approved the issuance of a purchase order contract to NTT Data, Inc. in the amount of \$1,000,000 annually. Additionally, the next six highest ranked firms, Ardent Technologies, Inc., Commercial Programming Systems, Inc., Jada Systems, Inc., Sierra Cybernetics, Inc., Superb Tech, Inc., and Superior Talent Resources, Inc., were placed on a pre-approved vendor list to provide as-needed IT temporary services. Staff agreed to return to Council for authorization in the event a contract to any one of these pre-approved vendors exceeded \$74,999.

During FY 2017, among numerous temporary staffing assignments, staff solicited candidate resumes from all seven temporary staffing firms for a Web Developer and a Report Writer. The Web Developer assignment will focus on the complete redesign of the City's website, including the home page, department pages, and City Commissions, Council Committees, and operating company pages.

Candidate interviews were conducted by staff for those that best fit the desired qualifications for each assignment. Staff concluded that for these assignments, Superb Tech, Inc. provided the best candidates overall. The Report Writer assignment ended in October 2016, while the Web Developer assignment is expected to end in March of this year. Therefore, in order to complete this assignment, staff is requesting an increase to the purchase order contract with Superb Tech, Inc. in the amount of \$19,001 for a total not to exceed amount of \$94,000.

COUNCIL POLICY CONSIDERATION:

The proposed contract supports the Department of Information Technology's mission of providing proven state-of-the-practice technologies in the most strategic, cost effective and efficient ways in line with the projects and initiatives outlined in the IT Strategic Plan.

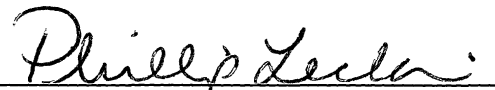
ENVIRONMENTAL ANALYSIS:

This 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 will not result in any new development or physical changes.

FISCAL IMPACT:

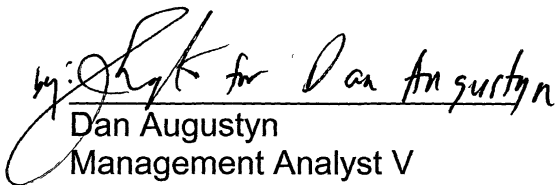
This action will increase Purchase Order #1171330 with Superb Tech, Inc. by \$19,001. Funding for this action will be addressed by the utilization of existing budgeted appropriations in DoIT's Applications account, 50114005-811400 through personnel savings via staff vacancies. It is anticipated that the entire cost will be spent during the current fiscal year, FY 2017. Indirect and support costs such as administration of the contract will be minimal, and addressed by the utilization of existing budgeted appropriations as well.

Respectfully submitted,



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