

# Agenda Report

October 22, 2012

**TO:** Honorable Mayor and City Council

**FROM:** Department of Information Technology

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH SUPERIOR TECHNICAL RESOURCES, INC. 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);
2. Authorize the issuance of a purchase order contract with Superior Technical Resources, Inc. for IT temporary staffing services in an amount not to exceed \$500,000 for a one-year period commencing the date the contract is fully executed with two optional one-year extensions for an amount not-to-exceed of \$500,000 each, subject to approval by the City Manager without further Council consideration. Competitive bidding is not required pursuant to City Charter Article X Section 1002(F), Contracts for professional or unique services; and
3. Authorize the placement of the next five highest ranked staffing firms, AppleOne Employment Services, Sierra Cybermetrics, Inc., Partners in Diversity, Inc., NTT Data, and ASK Staffing, Inc. on a pre-approved vendor list to provide as-needed IT temporary services for the same initial one-year period as Superior Technical Resources, Inc. with the option to renew for up to two additional one-year periods. In the event a contract to any one of these pre-approved vendors exceeds \$74,999, staff will return to Council for authorization.

## **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 IT Strategic Plan (2011-2016), which was approved by the Information Technology Governance Committee (ITGC) in April 2011. Areas of need for IT temporary staffing services include project management services for several network infrastructure lifecycle replacement projects and the Enterprise Resource Planning System project, which provides for the upgrade and integration of the citywide financial and human resources systems, application development for e-Government web-based services to the public, and for various Water & Power projects. 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, there is a need to utilize outside temporary staffing firms to augment existing in-house staff.

On July 18, 2012, a Request for Proposals (RFP) for IT Temporary Staffing Services was posted online through Planet Bids. Proposers were required to provide information on their firm's qualifications, experience and references, representative costs, including mark-up rates, and sample resumes for up to 10 IT positions. In response to the RFP, twenty-three proposals were received on August 1, 2012, five of which are local Pasadena businesses.

Based on the evaluation procedures and criteria in the RFP, the firms were scored and ranked as follows:

Rank	Firm	City	Points	Rank	Firm	City	Points
1	Superior Technical Resources Inc.	Burbank	82	11	P.Murphy & Assoc.	Burbank	72
2	AppleOne Employment Svcs	Pasadena	80	14	Pathways Consulting	Pasadena	71
3	Sierra Cybernetics Inc.	Anaheim Hills	79	15	Teruko Weinberg Inc.	Torrance	70
4	Partners In Diversity Inc.	Pasadena	78	16	ClarusTec	Edison, NJ	69
5	NTT Data	Monterey Park	75	16	MSys Inc.	Simi Valley	69
6	ASK Staffing Inc.	Glendale	74	18	Debello LLC	Garden Grove	68
7	SuperbTech Inc.	Culver City	73	18	SoftEx Worldwide Inc.	Calabasas	68
7	Impex Technologies	Torrance	73	20	CCS Global Tech	Poway	63
7	SA Technologies Inc.	Santa Clara	73	21	Robert Half Int.	Pasadena	57
7	22nd Century Technologies Inc.	Irvine	73	22	GST Inc.	Cerritos	51
11	Commercial Programming Sys Inc.	Studio City	72	22	Solomons International	Harleysville, PA	51
11	Cranbrook Financial Offices Svcs Inc.	Pasadena	72				

Based on the scoring above, staff is recommending issuance of a purchase order contract to Superior Technical Resources, Inc. for an amount not to exceed \$500,000 for a one-year period commencing the date the contract is fully executed with two optional one-year extensions for an amount not to exceed \$500,000 each. The option to renew for up to two additional one-year periods will allow staff to evaluate the effectiveness of this firm, as well as the pricing, terms and conditions, to determine an appropriate course of action in the best interests of the City.

In addition, the next five highest ranked firms, AppleOne Employment Services, Sierra Cybermetrics, Inc., Partners in Diversity, Inc., NTT Data, and ASK Staffing, Inc., will be placed on a pre-approved vendor list to provide as-needed IT temporary services for the same initial one-year period with the option to renew for up to two additional one-year periods. In the event a contract to any one of these pre-approved vendors exceeds \$74,999, staff will return to Council for authorization.

**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:**

The maximum cost of this action will be \$1,500,000 over three years if the contract is renewed for the two additional one-year periods. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the annually adopted operating and capital budgets. Since this contract will be on a project or as needed basis, funding will come from personnel savings due to staffing vacancies or from existing capital improvement projects where funding is available, including Water & Power projects where citywide technology needs are involved. Indirect and support costs such as administration of the contracts will be minimal, and addressed by the utilization of existing budgeted appropriations as well. No additional budget appropriations are, or will be requested, as a result of this action.

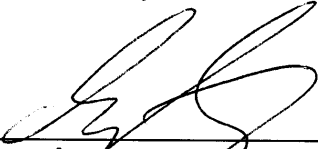
The following table presents a summary of the sources of funds that are anticipated to be used for FY2013.

Computing and Communications Fund 501	\$ 200,000
Project Management Fund 301	\$ 300,000
<b>Total Sources (not to exceed annually)</b>	<b>\$500,000</b>

Respectfully submitted,

  
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