

Agenda Report

March 18, 2013

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: APPROVAL OF INCREASE TO PURCHASE ORDER 52393 WITH NTT DATA 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); and
2. Authorize an increase to Purchase Order number 52393 with NTT Data, Inc. for Information Technology temporary staffing services in the amount of \$325,001, thereby increasing the not to exceed amount from \$74,999 to \$400,000 with two optional one-year extensions for an amount not-to-exceed of \$400,000 each, subject to approval by the City Manager. 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 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, staff initiated a Request for Proposals (RFP) for IT Temporary Staffing Services back on July 18, 2012.

On October 22, 2012, in response to the RFP, City Council approved the issuance of a purchase order contract to Superior Technical Resources, Inc. in the amount of \$500,000 annually. Additionally, the next five highest ranked firms, AppleOne Employment Services, Sierra Cybermetrics, Inc., Partners in Diversity, Inc., NTT Data, Inc. and ASK Staffing, 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.

Over the last few months, staff has solicited candidate resumes from all six temporary staffing firms for Web, Mobile and Business Intelligence Developers, and an Enterprise Resource Planning (ERP) Project Manager. These assignments will include work on a mobile application for providing health inspections via tablets in the field, a Section 8 wait list online application and mobile app for checking status for Housing Department customers, website redesigns for the Transportation and Human Services and Recreation Departments, and developing dynamic dashboards to replace static reports in DoIT and possibly the Finance Department. The ERP Project Manager will be the primary lead on the ERP project that will affect all departments by focusing on the replacement and integration of the City's financial system, human resources system, payroll system and budget system.

Candidate interviews were conducted by staff for those that best fit the desired qualifications for each assignment. Staff concluded that for these assignments, NTT Data, Inc. provided the best candidates overall. Therefore, based on the anticipated length of these assignments, staff is requesting an increase to the purchase order contract with NTT Data, Inc. in the amount of \$325,001 for a total not to exceed amount of \$400,000. Also, based on the quality of candidates presented, staff is recommending two optional one-year extensions for an amount not to exceed \$400,000 each subject to approval by the City Manager without further Council consideration.

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 #52393 with NTT Data, Inc. by \$325,001. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the adopted operating budget through personnel savings via staff vacancies, and capital improvement project 71149, Enterprise Resource Planning System. It is anticipated that \$167,115 of the cost will be spent during the current fiscal year. The remainder of the costs will be spent in the next fiscal year. Indirect and support costs such as administration of the contract will be minimal, and addressed by the utilization of existing budgeted appropriations as well.

The following table presents a summary of the sources of funds that will be used.

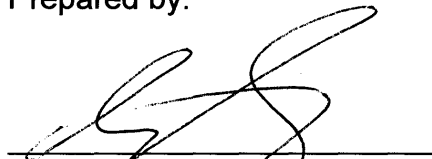
Computing and Communications Fund 501	\$ 228,098
Project Management Fund – Project 71149	\$ 96,903
Total Sources	\$ 325,001

Respectfully submitted,



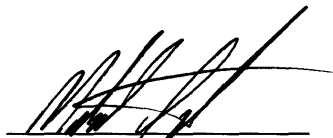
PHILLIP LECLAIR
Chief Information Officer
Department of Information Technology

Prepared by:



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Management Analyst V
Department of Information Technology

Approved by:



MICHAEL J. BECK
City Manager

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:

NTT DATA America

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

John McCain - President

Sarah Martin - Group President

Fran Convery - COO

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

None

Prepared by: Kenneth Lee *Kenneth Lee*

Title: Vice President

Date: 02-28-2013

For office use only:

Contract/Transaction No. _____