

Agenda Report

December 14, 2015

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH TEDRAS GLOBAL SOLUTIONS, LLC. TO PROVIDE PROJECT MANAGEMENT SERVICES FOR THE ENTERPRISE LAND MANAGEMENT SYSTEM PROJECT

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 City Manager to enter into a purchase order contract with Tedras Global Solutions, LLC. to provide project management services for the enterprise Land Management System (LMS) project in an amount not to exceed \$150,000 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 \$150,000 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. Grant the proposed contract an exemption from the competitive selection process pursuant to PMC section 4.08.049 (B), contracts for which the City's best interests are served.

BACKGROUND:

On July 27, 2015, City Council approved a recommendation to enter into a contract with Tyler Technologies, Inc. to furnish and deliver an enterprise Land Management System (LMS). In support of this project, City Council also approved the addition of five new at-will limited-term full-time equivalent (FTE) positions. One of these new positions was a Project Manager classification that was originally created for the Enterprise Resource Planning (ERP) project, as the essential functions, skills, and qualifications align very closely with those needed. This position is responsible for overall management and delivery of the entire project, which includes managing the Tyler contract and all related

professional services, executing the agreed upon statement of work, and monitoring the project timeline and budget.

In anticipation of the project commencement, Courtney Doutherd, who is certified as a Project Management Professional (PMP) and a Certified Scrum Master (CSM) with over 25 years of experience managing complex and large scale technology implementation projects was hired through a temporary agency to assume the LMS project manager role. Since that time, Courtney has led a number of project activities, including vendor negotiations on a final contract and statement of work, coordinating office space modifications for the project team, overseeing and directing the activities of the LMS project team, weekly project status reports, and planning and leading project team meetings including the recent project kick-off meeting on November 17, 2015.

Courtney currently operates his own firm, Tedras Global Solutions, LLC., a limited liability corporation located in Monrovia, California. While continuance on this project could be through an appointment to the at-will limited-term ERP Project Manager position, it was determined during negotiations on the employment contract that this was not the best fit long-term. So, it was mutually agreed upon by both parties, that a contract with Tedras Global Solutions, LLC. would be a better vehicle for the City to receive project management services.

Staff is recommending authorization for the City Manager to enter into a purchase order contract with Tedras Global Solutions, LLC. for an amount not to exceed \$150,000 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 \$150,000 each. Services will be billable twice monthly at a fixed flat rate of \$6,250 and will be tied to specific deliverables that will be measured and managed by the DoIT Program Management Office. Project management services from Tedras Global Solutions, LLC. are expected to last through September 30, 2018, which is the date the LMS project is scheduled to be completed. However, either party may terminate the contract at any time. In contrast, the annual fully burdened cost for the ERP Project Manager position, a comparable position, is \$156,994, so this engagement of services through a contract is almost the same.

COUNCIL POLICY CONSIDERATION:

This contract with Tedras Global Solutions, LLC. 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

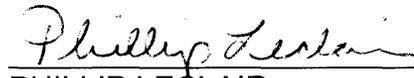
project management services and will not result in any new development or physical changes.

FISCAL IMPACT:

The maximum cost of this action will be \$450,000 over three years if the contract is renewed for the two additional one-year periods. It is anticipated that services will only be required through September 30, 2018, which is the date the LMS project is scheduled to be completed. Additionally, either party may terminate the contract at any time.

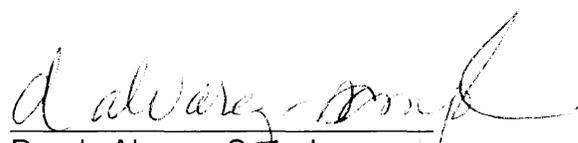
Annual funding for this action in the amount of \$150,000 will be addressed by the utilization of existing and future budgeted appropriations in the capital improvement project 71152, Land Management System (LMS) Replacement. It is anticipated that \$81,250 of the contract amount will be spent during the current fiscal year. There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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Department of Information Technology

Prepared by:



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Department of Information Technology

Approved by:



MICHAEL J. BECK
City Manager

Attachment A: Taxpayer Protection Amendment