

Agenda Report

December 17, 2018

TO: Honorable Mayor and City Council
FROM: Department of Information Technology
SUBJECT: EXTENSION OF CONTRACT #30464 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);
2. Authorize the City Manager to extend the performance term period on Contract No. 30464 with NTT Data, Inc. to June 30, 2019; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

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 (2018-2022). 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 (LMS) 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 remained 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 in June 2015.

On October 19, 2015, in response to the RFP, City Council approved the issuance of a contract to NTT Data, Inc. in the amount of \$1,000,000 annually for one-year with two optional one-year extensions for the same amount, subject to approval by the City Manager. The first year of the contract commenced on December 22, 2015 and the two one-year extensions were exercised, so the contract is currently set to expire on December 21, 2018. Additionally, the next six highest ranked firms were placed on a pre-approved vendor list to provide as-needed IT temporary services during the same performance term period as NTT Data, Inc.

Due to the fact that the final renewal period has been exercised and to ensure operational and project staffing needs are met throughout the year, on October 23, 2018, 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, candidate screening, matching, and selection process, and sample resumes for up to 21 IT positions. In response to the RFP, fifty proposals were received on November 13, 2018.

The proposals are currently under evaluation by a committee consisting of DoIT staff, but due to the volume of proposals received, and the timing of its occurrence over the holidays, the review will not be completed in time to award and execute successor contracts prior to the current expiration date of December 21, 2018. Additionally, there are several temporary staffing assignments through NTT Data, Inc. that were initiated within the last several months, and are anticipated to extend past the expiration date as well. However, these assignments can be ended sooner by staff, in their sole discretion.

Therefore, given these circumstances, staff is requesting an extension to contract number 30464 with NTT Data Inc. through June 30, 2019, in order to complete the temporary assignments already in progress. No additional appropriations are needed on the contract, as there is sufficient balance remaining to cover the anticipated costs of these assignments. This contract extension will also allow staff to finish review of the proposals received in response to the recent RFP enumerated above, and return to City Council in early 2019 with a recommendation for approval.

COUNCIL POLICY CONSIDERATION:

The proposed contract extension 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.

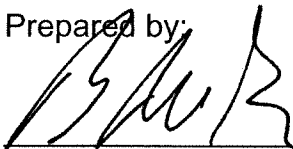
FISCAL IMPACT:

There is no fiscal impact anticipated as a result of this action. Funding for the temporary assignments in progress are already addressed by the utilization of existing budgeted appropriations in the annually adopted operating and capital budgets. No additional budget appropriations are needed as a result of this action. Indirect and support costs such as administration of the contract are minimal, and addressed by the utilization of existing budgeted appropriations as well.

Respectfully submitted,

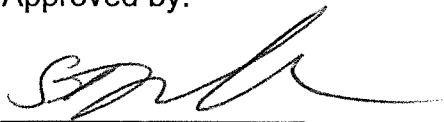

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