



# Agenda Report

January 22, 2018

**TO:** Honorable Mayor and City Council

**FROM:** Department of Information Technology

**SUBJECT: AUTHORIZE INCREASE TO PURCHASE ORDER CONTRACT 1181565 WITH JADA SYSTEMS INC. BY \$120,404 FOR A TOTAL NOT-TO-EXCEED OF \$155,000 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);
2. Authorize the City Manager to increase purchase order contract 1181565, with Jada Systems, Inc. by \$120,404, thereby increasing the total not-to-exceed amount from \$34,596 to \$155,000; 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 (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 (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 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 in June 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 for one year with two optional one-year extensions for the same amount, subject to approval by the City Manager. 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. The term of this pre-approved list would be for the same initial one-year period as NTT Data, Inc. with two optional one-year extensions. Staff agreed to return to City Council for authorization if it was necessary to increase the contract with any one of the pre-approved vendors above \$74,999 in any one-year period.

During FY 2018, among numerous temporary staffing assignments, staff solicited candidate resumes from all seven temporary staffing firms for two Report Writers for the Land Management System Replacement project. The assignments are anticipated to be less than 1,000 hours each, or six months, whichever comes first, but can be ended sooner by staff, in their sole discretion.

Candidate interviews were conducted by staff for those that best fit the desired qualifications for these assignments. Staff concluded that for these two assignments, Jada Systems, Inc. provided the best candidates overall. Both candidates began their assignments in December 2017 when purchase order contract 1181565 was opened in the amount of \$34,596, but additional authorization is now needed for these assignments to be completed. If both candidates performed well, staff knew they would have to seek Council authorization to increase the purchase order within six weeks. Based on both candidates' satisfactory performance to date, staff is returning to Council before the initial amount is expended on the purchase order, and therefore is requesting an increase to the purchase order contract with Jada Systems, Inc. in the amount of \$120,404 for a total not to exceed amount of \$155,000 in order to complete these assignments.

**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.

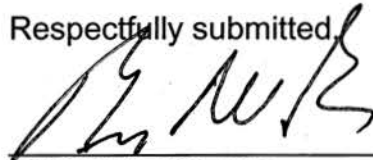
**ENVIRONMENTAL ANALYSIS:**

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 #1181565 with Jada Systems, Inc. by \$120,404. Funding for this action will be addressed by the utilization of existing budgeted appropriations in Capital Improvement Program project #71152 - Land Management System Replacement. It is anticipated that the entire cost will be spent during the current fiscal year, FY 2018. 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,

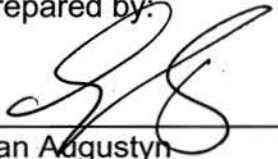
Handwritten signature of Phillip Leclair in black ink.

FOR  
PL

---

PHILLIP LECLAIR  
Chief Information Officer  
Department of Information Technology

Prepared by:

Handwritten signature of Dan Augustyn in black ink.

---

Dan Augustyn  
Management Analyst V

Approved by:

Handwritten signature of Steve Mermell in black ink.

---

STEVE MERMELL  
City Manager