

# Agenda Report

April 29, 2019

**TO:** Honorable Mayor and City Council

**FROM:** Department of Information Technology

**SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACTS WITH SIERRA CYBERNETICS, INC., SUPERB TECH, INC., TRINUS CORPORATION, 22<sup>ND</sup> CENTURY TECHNOLOGIES, INC., HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC. DBA APPLEONE EMPLOYMENT SERVICES, JADA SYSTEMS, INC., AND JBA INTERNATIONAL LLC FOR IT TEMPORARY STAFFING SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed contracts are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b) (3); and
2. Authorize the City Manager to enter into contracts, based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with: Sierra Cybernetics, Inc., Superb Tech, Inc., Trinus Corporation, 22<sup>nd</sup> Century Technologies, Inc., Howroyd-Wright Employment Agency, Inc. DBA AppleOne Employment Services, Jada Systems, Inc., and JBA International LLC for IT temporary staffing services for a period of three years or until \$400,000 is expended per vendor, whichever comes first.

## **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 current citywide IT Strategic Plan. Areas of need for IT temporary staffing services have included project management services, business systems analysts, change management, mobile and online application development, website

development, Water & Power IT projects, and back-fill of various roles in DoIT due to staff vacancies. These have included needs for major projects such as the Enterprise Resource Planning (ERP) System project and the Land Management System (LMS) project. 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.

In an effort to meet these various needs, back in October 2015, in response to a Request for Proposals (RFP) for IT temporary staffing services, City Council approved the issuance of a contract with the highest ranked firm and the placement of the next six highest ranked firms on a pre-approved vendor list to provide as-needed IT temporary services. This approval was for an initial period of one-year, with two one-year extensions, which were approved by the City Manager. Over the course of this three-year period, it is estimated that close to \$1.6 million has been spent on temporary staffing resources with six of the seven vendors in filling thirty-three temporary assignments representing approximately 24,000 hours with an average billable hourly rate of over \$65. The billable markup rate ranged from 12% to 42%. The cost is comparable to similarly City titled positions, but based on the quality of candidates they may fit into higher classifications.

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, screening, matching and selection process, representative costs, including mark-up rates, and sample resumes for up to 21 IT positions. In response to the RFP, forty-eight responsive proposals were received on November 13, 2018, eight of which are local Pasadena businesses.

Based on the evaluation procedures and six criteria categories in the RFP, which included qualifications, experience and references, percentage mark-up for firm recruited staff, representative costs for a benchmark set of twenty-one technical positions, candidate screening, matching and selection process, local Pasadena business preference, and State of California small/micro-business preference, the firms were scored and ranked as outlined in Attachment A.

Based on the scoring in Attachment A, staff is recommending issuance of contracts to Sierra Cybernetics, Inc., Superb Tech, Inc., Trinus Corporation, 22<sup>nd</sup> Century Technologies, Inc., Howroyd-Wright Employment Agency, Inc. DBA AppleOne Employment Services, Jada Systems, Inc., and JBA International LLC for a period of three years, or until \$400,000 is expended per vendor, whichever comes first.

Drawing on prior experience, staff has found that the use of seven firms, as opposed to one, has worked well in filling temporary assignments as quickly as possible, with the best qualified candidates. As temporary assignments come up, staff is able to send

notice out to all of the firms, utilizing multiple screening and matching processes across a broader spectrum of candidates to ultimately obtain quality resumes for internal evaluation. As well, although the current spending trend over the past three years has been close to \$1.6 million, there are large projects like the Water & Power Customer Information System (CIS) project and the Computer Aided Dispatch and Records Management System (CAD/RMS) project that are likely to require technical temporary staffing resources in the next three years. So the maximum total of \$2.8 million through the seven selected vendors will provide the flexibility to meet both anticipated capital and operational temporary staffing needs.

Currently, only one of the seven vendors, Sierra Cybernetics, Inc., has an active purchase order contract, 1190640, but that is for a web developer assignment that recently concluded at the end of March of this year. Three of the remaining six vendors, have been contracted with over the past three fiscal years for temporary staffing services.

**COUNCIL POLICY CONSIDERATION:**

The proposed contracts support 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.

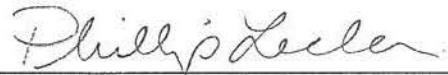
**ENVIRONMENTAL ANALYSIS:**

These contracts are 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:**

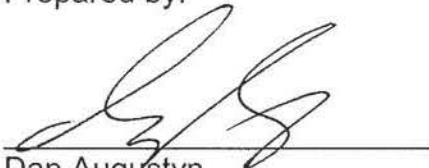
The maximum cost of this action will be \$2,800,000 if the \$400,000 limit is expended fully on all seven contracts. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the annually adopted operating and capital budgets. Since these contracts will be on a project or as needed basis, funding will come from personnel savings for as needed staff back-fill due to staffing vacancies or from existing capital improvement projects where funding is available, potentially including large projects like the Water & Power CIS project and the CAD/RMS project for the Police Department. 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.

Respectfully submitted,



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Department of Information Technology

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Approved by:



STEVE MERMELL  
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Attachments:

- A) Summary of Proposal Scoring
- B) Taxpayer Protection Amendments