

Agenda Report

January 11, 2021

TO: Honorable Mayor and City Council

FROM: Water and Power Department

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH SSP INNOVATIONS, LLC ("SSP") FOR THE UPGRADE OF A MOBILE GEOGRAPHICAL INFORMATION SYSTEM AND THE ASSOCIATED ENTERPRISE SOFTWARE LICENSE AGREEMENT FOR THE PASADENA WATER AND POWER DEPARTMENT ("PWP") FOR A TOTAL AMOUNT NOT TO EXCEED \$194,413

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the action; and
2. Authorize the issuance of a Purchase Order ("PO") contract without Competitive Bidding pursuant to City Charter Section 1002(C), contracts for labor, material, supplies, or services available from only one vendor, with SSP for the upgrade of a mobile Geographical Informational System ("GIS") and the associated enterprise software license agreement for a total amount not to exceed \$194,413, which includes a base contract amount of \$132,533 for the first three years, three optional one-year extensions for software license agreements in the amount of \$15,000 per extension, and a contingency amount of \$16,880, to provide for any necessary change orders; and
3. It is further recommended that the City Council grant the proposed PO contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

The PWP's mobile GIS is an integrated software/hardware framework for accessing spatial data and services through mobile devices via wireline or wireless communications. Mobile GIS extends the traditional indoor GIS manipulation to outdoor work, enabling GIS accessibility at any location and allows field personnel to efficiently and cost effectively collect, store, edit, manipulate, analyze, and display spatial data. It is a proven technology used by both field and office staff to view computerized maps and quickly query database information.

This software provides several functions and capabilities that field crews did not have prior to having mobile information. It enables field staff to remotely access up-to-date information related to electrical circuitry quickly and efficiently. It also allows field staff to access the information from the field without having to be connected to a network.

Following a competitive selection process, PWP implemented SSP's GO!Sync application as an enterprise mobile GIS solution in 2012 to replace paper maps with a computerized map and database information software system. This application has been a vital component for PWP's field operations by bringing the power of a digital mapping and database query system into the field, primarily to decrease time needed for isolating and restoring power outages once they occur. The software provides field crews with simple electric trace functionality, which allows them to easily identify the route in which power flows to quickly restore electricity during outage situations. Staff also use the GO!Sync application for data collection and field inspections using hand-held devices, tablet computers, and laptops. Currently all Power Delivery crew supervisors and other field staff utilize this software with mobile devices.

The existing GO!Sync application will no longer be supported by the developer past December 2022 and will need to be upgraded. Without the developer's support, the software will continue to function; however, it will not receive upgrade patches, security fixes, new versions, or technical support which is a risk and is not a recommended practice. PWP staff, with the knowledge of the Department of Information Technology, has evaluated options to either replace or upgrade the existing application. Replacing the existing application will be costly and inefficient as it will require additional setup and training costs, and a longer time frame for the new software implementation. Therefore, upgrading the existing application is recommended.

Since the GO!Sync application was designed and implemented by SSP, the upgrade must be continued through SSP. Due to the proprietary and customized nature of this system, there was no further outreach done since there are no known local or other vendors that can provide the technical support and maintenance of the existing system.

SSP's upgraded version of the GO!Sync application, which is called Mobile Information Management System ("MIMS") 2020, will provide PWP with additional,

enhanced, and necessary functionalities. The MIMS application is a new development built upon a more stable software base while still having a similar look and feel of the GO!Sync application. The software will provide the following new tools for work management and inspection that are currently handled through cumbersome paper methods and will also provide the ability to meet new regulations required by the State of California:

- Underground Service Alerts (“USA”) Electronic Positive Response (“EPR”):
 - Regulation 4216 requires a well-documented process to ensure Underground Service Alert (“Dig Alert”) requests are processed and acknowledged in compliance with the new changes in the State of California regulations. Presently Dig Alert requests go to several different emails. This creates duplication of effort and potential confusion. This feature in the MIMS software will streamline the process, meet regulations, and reduce liability by ensuring that the requests are appropriately handled.
 - EPR is mandated by the DigAlert Safe Board for all utilities to participate by 2021
- Unique sequence in inspections: This feature in MIMS will provide the ability to utilize the current field Global Positioning System (“GPS”) units and will be able to indicate on a digital map what needs to be inspected eliminating the need to manually process paper maps prior to going to the field. Inspection work orders can also be electronically created and tracked. The software will also allow the crews to view previous inspections to determine what has already been completed.
- Vegetation Management Reports: This tool will enable digital tracking of the tree trimming activities and determine growth cycles based on the number of times each tree is trimmed.
- Definition Query Support: This tool will enable creation of custom queries and reports without the need for complicated programming.

The upgraded application will further improve operations by automating processes, streamlining workflows, and providing field workers improved mapping images and data.

SSP remains the leading electric mobile GIS provider on the market today, used by other municipalities such as Burbank Water and Power, Imperial Irrigation District, Lakeland Electric, Truckee Donner and Modesto Irrigation District.

It is in the best interest of the City to upgrade the existing system to MIMS 2020, without competitive bidding until the system encounters obsolescence and/or technical advances warrant significant investment in a new system. Therefore, staff recommends the issuance of a PO contract with SSP, for a total amount not to exceed \$194,413. The total cost includes:

- GO!Sync to MIMS 2020 Software Upgrade (\$112,533)
- 15% contingency to provide for any necessary change orders (\$16,880)
- Two years of unlimited enterprise licensing (\$20,000)
- Optional three one-year software license agreements (\$15,000 per year)

The City has awarded eight purchase orders/contracts collectively valued at \$119,000 since 2014 to Tadpole Cartesia Inc. SSP had acquired Tadpole Cartesia Inc, in 2018. SSP was awarded a PO contract for an amount of \$10,000 for annual software licensing for the 2021 fiscal year. While the City owns the personalized workflow configuration, the vendor owns the software and license right to use their software on an annual basis. This long-term contract will replace the need to open annual PO's for licensing. This software program is only used by PWP.

COUNCIL POLICY CONSIDERATION:

This proposed contract promotes the City Council's goal to improve, maintain and enhance public facilities infrastructure by providing 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 action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract for the provision software licenses and services is a continuing administrative activity (i.e., purchasing of supplies). This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The maximum cost of this action will be \$194,413. The table below shows the funding sources for this action, which will be addressed by the utilization of existing and future budgeted appropriations in the following Capital and Operating budget accounts:

Item	Fund	Account	Total Amount
Base Contract – Go!Sync to MIMS 2020 Software Upgrade	PWP Power Capital Fund 411	03246-27289-40003000-811400	\$112,533
Contract Contingency (15%)			\$16,880
2-Year Software License Agreement	PWP Power Operating Fund 401	42209210-811600	\$20,000
Optional Three One- year Software License Agreements	PWP Power Operating Fund 401	42209210-811600	\$45,000
TOTAL			\$194,413

It is expected that \$112,533 will be spent in the current fiscal year.

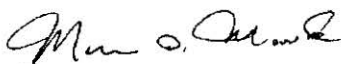
The approval of this action will have no impact to other operational programs or capital projects.

Respectfully submitted,



 GURCHARAN S. BAWA
 General Manager
 Water and Power Department

Prepared by:



 Marvin D. Moon
 Assistant General Manager
 Water and Power Department

Concurred by:



 PHILLIP LECLAIR
 Chief Information Officer
 Department of Information Technology

Approved by:



 STEVE MERMELL
 City Manager