

Agenda Report

July 11, 2022

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZE TIME EXTENSIONS FOR CONTRACTS WITH SIERRA CYBERNETICS, INC., SUPERB TECH, INC., TRINUS CORPORATION, 22ND CENTURY TECHNOLOGIES, INC., HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC. DBA APPLEONE EMPLOYMENT SERVICES, JADA SYSTEMS, INC., AND JBA INTERNATIONAL LLC TO PROVIDED AS-NEEDED 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 Interim City Manager to extend Contract 31456 with Sierra Cybernetics, Inc., Contract 31457 with Superb Tech, Inc., Contract 31463 with Trinus Corporation, Contract 31460 with 22nd Century Technologies, Inc., Contract 31461 with Howroyd-Wright Employment Agency, Inc. DBA AppleOne Employment Services, Contract 31458 with Jada Systems, Inc., and Contract 31462 with JBA International LLC for IT temporary staffing services to December 31, 2023 without increasing the authorized total not-to-exceed amount on each contract.

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 projects, and back-fill of various roles in DoIT due to staff vacancies. These have included needs for major projects such as the Customer Information System (CIS), Computer Aided Dispatch and Records Management System (CAD/RMS) and the Land Management System (LMS) projects. Also, at any time throughout the year, DoIT has experienced anywhere from two to five personnel vacancies, although over the past seven months, this has been as high as eleven 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 on April 29, 2019, in response to a Request for Proposals (RFP) for IT temporary staffing services, City Council approved the issuance of seven contracts to Sierra Cybernetics, Inc., Superb Tech, Inc., Trinus Corporation, 22nd Century Technologies, Inc., Howroyd-Wright Employment Agency, Inc. DBA AppleOne Employment Services, Jada Systems, Inc., and JBA International LLC. Three of these contracts are with local Pasadena businesses. Each contract was for a period of three years, or until \$400,000 is expended, whichever comes first. The table below lists the contract activity since the contract were executed in 2019, as well as when each contract is due to expire.

Vendor	Location	Contract	Beg Amt	Amt Spent	Balance	Executed	Expires
Sierra Cybernetics	Anaheim Hills	31456	400,000	106,989	293,011	7/15/2019	7/15/2022
Superbtech	Culver City	31457	400,000	80,575	319,425	7/15/2019	7/15/2022
Jada Systems	Pasadena	31458	400,000	10,237	389,763	9/29/2019	9/29/2022
22nd Century	Diamond Bar	31460	400,000	96,683	303,317	8/5/2019	8/5/2022
Howroyd-Wright	Pasadena	31461	400,000	51,730	348,270	8/5/2019	8/5/2022
JBA International	Columbia, MD	31462	400,000	-	400,000	8/5/2019	8/5/2022
Trinus Corp.	Pasadena	31463	400,000	17,589	382,411	8/5/2019	8/5/2022
Totals:			2,800,000	363,804	2,436,196		
				13.0% expended as of 6/22/22			

To date, with only 13% of the contracted amount expended overall, these contracts were underutilized, especially when compared to the prior three-year period, 2016 to 2018, when approximately \$2.4 million, or 44% of the cumulative contracted amount was spent on temporary staffing resources amongst seven approved vendors that were selected through a previous RFP process. This low usage has been due in large part to the onset of the COVID-19 pandemic in March 2020, which suspended on-site work for many City staff who would normally supervise temporary agency staff. As a result, very few temporary assignments were made available. However, the demand for temporary services has been increasing over the past year, after City staff returned on-site, and with the recent rise in personnel vacancies.

Given these circumstances, staffing is recommending time extensions to December 31, 2023 for each of the contracts listed in this report. Authorizing the no-cost time extensions for these as-needed IT temporary services contracts will provide more opportunities to fully engage these vendor services, while also allowing staff time to

prepare, advertise, and award new contracts through a RFP process later in 2023. Aside from the contracts mentioned in this report, there are currently no other open contracts with these vendors.

COUNCIL POLICY CONSIDERATION:

The contract extensions 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:

The contract extensions 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:

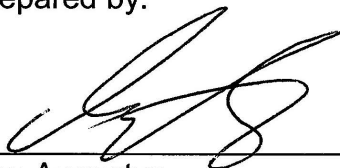
There is no cost for this action. Funding for any temporary assignments will be addressed by the utilization of existing budgeted appropriations in the annually adopted operating and capital budgets. Since these contracts will be on a project or as needed basis, funding will come from personnel savings for as needed staff back-fill due to staffing vacancies or from existing capital improvement projects where funding is available.

Respectfully submitted,



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