Agenda Report

December 11, 2023

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: **AUTHORIZATION TO ENTER INTO SEPARATE CONTRACTS WITH SUPERBTECH, INC., JADA SYSTEMS, INC., AP PROFESSIONALS OF PHOENIX LLC, SMALLBOARD.COM, SIERRA CYBERNETICS, INC., 22ND CENTURY TECHNOLOGIES, INC., SATWIC, INC., AND TALENT & ACQUISITION LLC DBA STAND 8 FOR IT TEMPORARY STAFFING SERVICES FOR A COMBINED TOTAL AMOUNT NOT-TO-EXCEED OF $4,000,000**

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), the "common sense" provision that CEQA only applies to projects that may have an effect on the environment;

2. Authorize the City Manager to enter into contracts, as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with: SuperbTech, Inc., Jada Systems, Inc., AP Professionals of Phoenix LLC, SmallBoard.com, Sierra Cybernetics, Inc., 22nd Century Technologies, Inc., Satwic, Inc., and Talent & Acquisition LLC DBA Stand 8 for IT temporary staffing services for a period of five years or until $500,000 is expended per vendor, whichever comes first; competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services); and

3. Authorize the City Manager to extend Contract 31456 with Sierra Cybernetics, Inc., Contract 31457 with SuperbTech, Inc., Contract 31460 with 22nd Century Technologies, Inc., and Contract 31458 with Jada Systems, Inc. for IT temporary staffing services to March 31, 2024, 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 IT projects, and back-fill of various roles in DoIT due to staff vacancies. These have included needs for major projects such as the 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 an average of 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 April 2019, in response to a Request for Proposals (RFP) for IT temporary staffing services, City Council approved the issuance of contracts with the seven highest ranked firms to provide as-needed IT temporary services. Each contract was for a period of three years, or until $400,000 is expended, whichever comes first. Originally scheduled to expire in the summer of 2022, these contracts were extended by City Council through December 31, 2023, due to low utilization caused primarily by the COVID-19 pandemic's onset in March 2020, which prompted staff to return to the Council in June 2022.

Therefore, to ensure operational and project staffing needs are met beyond 2023, DoIT staff prepared and posted a Request for Proposals (RFP) to "Furnish and Deliver Information Technology Temporary Staffing Services" through OpenGov on April 28, 2023. The initial deadline for proposals was May 23, 2023, but following internal review thereafter, and addendum was issued on October 19, 2023, which clarified how the pricing proposal should be submitted and revised the evaluation criteria. Following advertising, 157 companies downloaded the RFP opportunity, 9 of which were local Pasadena businesses. A total of sixty-one responsive proposals were received on October 25, 2023, six of which are local Pasadena businesses.

A panel of DoIT staff was formed to evaluate each proposal based on the evaluation criteria stated in the RFP:

Criteria	Weight
Qualifications, Experience and References	**35%**
Representative Costs/Cost Proposal	**40%**
Candidate Screening, Matching, and Selection	**15%**
Local Pasadena Business	**5%**
Small or Micro-Business	**5%**
Total	**100%**

Based on the evaluation procedures and five criteria categories in the RFP, which included qualifications, experience and references, representative costs for a benchmark set of thirty-six 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 eight vendors, three of which are local Pasadena businesses: SuperbTech, Inc., Jada Systems, Inc., AP Professionals of Phoenix LLC, SmallBoard.com, Sierra Cybernetics, Inc., 22nd Century Technologies, Inc., Satwic, Inc., and Talent & Acquisition LLC DBA Stand 8. Each contract will be for a period of five years, or until $500,000 is expended per vendor, whichever comes first.

Drawing on prior experience, since 2012, staff has found that the use of multiple firms, as opposed to one, has worked well in filling temporary assignments as quickly as possible, with the best qualified candidates. The process has utilized 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 five years has been close to $637,000, large projects that may yet be identified, could require extensive temporary staffing, so the maximum total of $4 million through the eight selected vendors will provide the flexibility to meet both anticipated and unforeseen capital and operational temporary staffing needs over that term.

Currently, there are open contracts with four of the eight vendors, SuperbTech, Inc., Jada Systems, Inc., Sierra Cybernetics, Inc., and 22nd Century Technologies, Inc., for IT temporary staffing services, which were awarded as part of the last RFP process in 2019. Staff is further recommending time extensions to these four contracts through March 31, 2024. This will allow time to finish any existing staff assignments, as well as provide time to execute the eight new contracts for IT temporary staffing services for the next five years.

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 the CEQA pursuant to State CEQA Guidelines Section 15061(b) (3), the "common sense" provision of CEQA (formerly the general rule), which applies to projects which may have the potential for causing 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 $4,000,000 if the $500,000 limit is expended fully on all eight 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. 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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Attachments:
   A) Summary of Proposal Scoring