



# *CITY COUNCIL AGENDA REPORT*

MEETING DATE: January 7, 2014

ITEM NUMBER:

**SUBJECT: EXTENSION OF EXISTING PROFESSIONAL SERVICES AGREEMENTS FOR INTERIM IT DIRECTOR AND IT CONSULTANT**

**DATE: DECEMBER 20, 2013**

**FROM: CHIEF EXECUTIVE OFFICE**

**PRESENTATION BY: RICHARD FRANCIS, ASSISTANT CHIEF EXECUTIVE OFFICER**

**FOR FURTHER INFORMATION CONTACT: MARGARET CHANG (714) 754-5618**

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## **RECOMMENDATION:**

Staff recommends that the City Council authorize the City CEO to extend the following existing Professional Services Agreements by approving the following amendments (Attachments 1 & 2):

1. Amendment One to the contract with NexLevel Information Technology, Inc. (NexLevel IT) for Interim IT Director, in an amount not to exceed \$55,000.00, for a total contract amount of \$104,920.00.
2. Amendment Two to the contract with Scientia Consulting Group, Inc. (Scientia) for an IT Consultant to assist with technical support functions, in an amount not to exceed \$55,000.00, for a total contract amount of \$103,000.00.

## **BACKGROUND:**

### NexLevel IT

On October 1, 2013, the City Council approved to establish an Information Technology Department and an Information Technology Director position. Currently, City staff is working on a recruitment for an Information Technology (IT) Director. The City is undergoing various substantial changes that require coordination by the Information Technology Department, including: CAD-RMS, Mobile Data Computers, broadband solutions for public safety, and new desktop computers rollout. Therefore, the City determined there is a need for an Interim IT Director in order to ensure proper implementation of these projects and ensure that all deadlines are met, while the City works to select a permanent IT Director.

A Request for Quotes (RFQ) was sent out on Friday, October 18, 2013, for an Interim IT Director. Three (3) proposals were received. A panel consisting of City staff interviewed the three (3) proposed candidates. NexLevel IT was selected and entered into a contract with the City on Wednesday, November 13, 2013, for a total contract amount of \$49,920.00 at a rate of \$130/hr.

The contract amount of \$49,920.00 would guarantee that the contract would be in effect until mid-January. City staff has determined that the Interim IT Director's contract will be exhausted prior to finishing the recruitment for a permanent IT Director. Therefore, City staff is requesting that the City Council approve Amendment One (Attachment 1) to increase the contract amount with NexLevel IT by \$55,000.00, to ensure that the Interim IT Director remains on board thru March 2014 and until an IT Director is selected.

An active recruitment for the permanent IT Director position is under way and Human Resources is vetting the list of candidates. We will begin interviews for the permanent position in mid-January and make a selection soon after. The final candidate selected will need to undergo a background investigation and the appointee should commence working by the first of March 2014.

### Scientia

The City entered into a contract with Scientia on June 5, 2012, for an IT consultant to provide desktop, network, and general support services. The terms of the original contract included a not to exceed amount of \$24,000.00 for an IT consultant to work four (4) hours per day, five (5) days per week. The contract expires when funds are exhausted.

On November 29, 2013, Amendment One was approved administratively by the City CEO in order to change the scope of work and contract amount. Amendment One increased the contract amount by \$24,000.00 for a total of \$48,000.00 and revised the daily work hours from four (4) hours to up to eight (8) hours, or as otherwise specified. The revisions in Amendment One allowed us to increase the hours per day for the consultant while retaining the consultant for the same time period on the original contract, 12-14 weeks. Amendment One will expire around the end of January due to exhaustion of funds.

Currently, IT has three (3) full-time staff on its Computer Operations and Network team to service the entire City. Therefore, in order to complete all of the projects IT currently has underway, including the new desktop rollout and CAD/RMS project, extending the Scientia contract is integral in continuing to provide everyday desktop, network, and general support services to the City. Amendment Two (Attachment 2) will increase the contract by \$55,000.00 for a total of \$103,000.00, which will extend the contract thru April 2014.

### **ALTERNATIVES CONSIDERED:**

An alternate consideration would be to discontinue these consultant contracts once the contract amounts are reached. All duties originally assigned to these positions will be allocated to existing staff for completion. Given the high volume workload of existing staff, some deadlines may not be met, leading to additional costs in the future.

**FISCAL REVIEW:**

Funding for the extensions of the NexLevel IT and Scientia consultant contracts will come specifically from savings within the \$1.7 million approved on February 19, 2013 for the IT infrastructure upgrades. A budget adjustment for these items will be included in the mid-year budget report.

**LEGAL REVIEW:**

No legal review is required for this item.

**CONCLUSION:**

Staff recommends that the City Council authorize the City CEO to extend the existing Professional Services Agreements (Attachments 1 & 2) with NexLevel IT and Scientia.

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MARGARET CHANG  
Management Analyst

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RICHARD FRANCIS  
Assistant Chief Executive Officer

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STEVEN DUNIVENT  
Interim Finance Director

- ATTACHMENTS:
- 1 [Original Professional Services Agreement with NexLevel Information Technology, Inc.](#)
  - 2 [Amendment One to the NexLevel Information Technology, Inc. Professional Services Agreement](#)
  - 3 [Amendment One and Original Professional Services Agreement with Scientia Consulting Group, Inc.](#)
  - 4 [Amendment Two to the Scientia Consulting Group, Inc. Professional Services Agreement](#)