



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 5, 2014

ITEM NUMBER:

SUBJECT: AMENDMENT THREE TO THE PROFESSIONAL SERVICES AGREEMENT WITH SCIENTIA CONSULTING GROUP, INC.

DATE: JULY 24, 2014

FROM: Information Technology Department

PRESENTATION BY: Steven Ely, I.T. Director

FOR FURTHER INFORMATION CONTACT: Steve Ely, 714-754-4891

RECOMMENDATION:

Staff recommends the following:

1. Approve Amendment Three to the Professional Services Agreement (PSA) with Scientia Consulting Group, Inc. (Scientia) increasing the compensation limit from \$103,000 to \$281,880.
2. Authorize the City's Chief Executive Officer (City CEO) to sign the amended PSA with Scientia Consulting Group, Inc. in the amount of \$281,880.
3. Authorize the City CEO to sign the purchase requisition for the amended PSA.
4. Approve Budget Adjustment (BA #15-006) to appropriate available fund balance in the Narcotics Asset Forfeiture Fund in the amount of \$169,936 to fund 95% of the total cost of the amended compensation limit. The remaining 5% (\$8,944) will come from the approved consulting funds in the Fiscal Year 2014-15 budget of the I.T. Department.

BACKGROUND:

The City entered into a PSA with Scientia on June 5, 2012 for an I.T. consultant to provide onsite computer technology assistance for day-to-day desktop and software support. The terms of the original agreement included a not-to-exceed amount of \$24,000 for an I.T. consultant to provide support for up to eight (8) hours per day, five (5) days per week, or as otherwise specified. The contract expires when funds are exhausted.

On November 29, 2013, the City CEO administratively approved Amendment One to the PSA to amend the scope of services and adjust the compensation accordingly. Amendment One increased the contract amount by \$24,000, for a total compensation not to exceed \$48,000. Amendment One was going to expire around January due to exhaustion of funds, so in its meeting on January 7, 2014, the City Council approved Amendment Two that increased the contract by \$55,000 for a total of \$103,000. Amendment Two extended the contract until May 1, 2015.

There are three full-time network administrators under one supervisor serving the City, which includes the Police Department and the Fire Department. Only one full-time network administrator is currently assigned at the Police Department. Due to budget constraints, we have only budgeted for interim support. The Police Department has requested additional I.T. staff to supplement the staff supporting the Police Department to accomplish day-to-day operations and complete high priority projects faster. We will use the Police Department's and I.T. funds to help us move forward with this request.

We are seeking a Network Administrator with the ability to support the Police Department. This person would support day-to-day service requests, and, as time permits, assist existing staff. This position would be used on an interim basis until such time as a regular employee could be hired in the next fiscal year. A specific start date will be determined, but it is anticipated that it will begin in the middle of August 2014.

ANALYSIS:

Information Technology staff support a critical segment of the City's computer infrastructure. Because we cannot as yet hire a full time network administrator, alternatives need to be exercised in order to maintain computer systems and provide time for the existing staff to implement time sensitive projects. To that end we have begun to look at outside consulting resources to supplement our staff.

Due to the technical requirements, as well as the legal requirements, our use of agencies is limited. As part of the process we have contacted multiple organizations who have a background in supporting Public Safety Agencies to determine viability, availability and cost. Four of those agencies responded to our inquiry. Scientia was chosen based on these factors and reasonable cost.

ALTERNATIVES CONSIDERED:

Staff has considered discontinuing the contract with Consultant once the funds have been exhausted and the existing agreement has expired. However, the Police Department has requested additional assistance to accomplish day-to-day operations and complete high priority projects in a timely manner. In order to provide a timely interim solution, we have turned to a consulting solution to provide qualified staff.

FISCAL REVIEW:

Funding for this agreement was not originally budgeted in the Police Department's budget; therefore, the attached Budget Adjustment #15-006 in the amount of \$169,936 allocates funds for 95% of the compensation limit increase. This is the amount of time staff has determined the I.T. consultant will be allocated to the Police Department. Since Department of Justice (Federal) guidelines state that Narcotic Asset Forfeiture money can only be spent on law enforcement activities, the other 5% (\$8,944) will be funded through the Information Technology Department's approved budget.

LEGAL REVIEW:

Legal has reviewed the documents and approved them as to form and content.

CONCLUSION:

Approving the expenditure for the extension of the existing Professional Services Agreement with Scientia Consulting Group, Inc., will provide for the technical support necessary to maintain the existing infrastructure of the Police Department. The staff, therefore, recommends that

the Council approve the expenditure with Scientia, authorize the City CEO to sign Amendment Three to the PSA and the Purchase Requisition, and approve the budget adjustment for the compensation limit increase.

STEVEN A. ELY
Interim I.T. Director

Tom Duarte
City Attorney

STEVEN DUNIVENT
Interim Finance Director

- ATTACHMENTS:
1. [Original Professional Services Agreement with Scientia Consulting Group, Inc.](#)
 2. [Amendment One to the Professional Services Agreement with Scientia Consulting Group, Inc.](#)
 3. [Amendment Two to the Professional Services Agreement with Scientia Consulting Group, Inc.](#)
 4. [Amendment Three to the Professional Services Agreement with Scientia Consulting Group, Inc.](#)
 5. [Budget Adjustment No. 15-006](#)
 6. [Purchase Requisition](#)