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DEPARTMENT OF
ADMINISTRATIVE SERVICES

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October 5, 2001

City Council
Sacramento, California

Honorable Members in Session:

(Supplemental Ag)

SUBJECT: APPROVAL OF SUPPLEMENT NO. 1 TO CITY MANAGER AGREEMENT NO. 2001-028 WITH THE GARTNER GROUP, INC., TO PROVIDE SERVICES FOR PHASE II OF THE CITY'S INFORMATION TECHNOLOGY STRATEGIC PLAN IN THE AMOUNT OF \$85,000.

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that the City Council approve the attached Resolution authorizing the City Manager and City Clerk to execute Supplement No. 1 to City Manager Agreement No. 2001-028 with the Gartner Group, Inc., to provide consulting services for Phase II of the City's Information Technology Strategic Plan.

CONTACT PERSON: Sally Nagy, Chief Information Officer, 264-8600

FOR COUNCIL MEETING OF: October 16, 2001

SUMMARY:

In November 2000, the City selected the Gartner Group, Inc., to assist in the development of the City's Information Technology (IT) Strategic Plan. The resulting City Manager Agreement No. 2001-028 with the Gartner Group, Inc., was for a not-to-exceed amount of \$82,680. The Information Technology Strategic Plan is scheduled for presentation to the City Council on October 16, 2001.

City Council Report

Supplemental Agreement No. 1 to City Manager Agreement No. 2001-028

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The next phase in the Information Technology Strategic Plan process is to begin its implementation, including the development of programs, plans, and budgets. This phase will also include the establishment of a Governance Charter for the newly established Information Technology Governance Board, facilitation of the Information Technology Governance Board and subcommittee meetings, and development of the Information Technology Initiatives Implementation Plan.

Due to the Gartner Group's familiarity and involvement with the development of the City's Information Technology Strategic Plan and their extensive experience in providing strategic plan implementation assistance, staff recommends the approval of a Supplemental Consultant and Professional Services Agreement with the Gartner Group, Inc., to assist in the implementation of the Information Technology Strategic Plan for an amount not-to-exceed \$85,000 for a total compensation not-to-exceed \$167,680.

COMMITTEE/COMISSION ACTION:

None

BACKGROUND:

In October 2000 the City released a Request for Qualifications for the provision of services to assist in the development of an Information Technology Strategic Plan. Responses were received from six consultant firms. These responses were evaluated by a City Selection Panel consisting of staff from the Information Technology Division, the City's Strategic Planning Office, and the Finance Division. After the initial evaluation, three of the six responders were invited to make presentations to the Selection Panel. The rating criteria included: experience, techniques, and methodologies used in previous information technology strategic planning processes specifically for government and/or non-profit agencies as well as the proposers' recommended course of action to successfully complete the project. Based upon the selection interviews and the panel's ranking of each proposer, the Gartner Group, Inc., was the firm selected in November 2000 to provide the needed IT strategic planning services for the City.

The IT Strategic Planning project was formally "kicked-off" in January 2001 with an educational briefing for the City's information technology staff, the City's Executive Team, and the Departments' business leaders. Since that time the Gartner Group and the City's IT Strategic Plan Steering Committee identified strategic themes and objectives, conducted numerous strategic planning workshops, assessed current initiatives and identified gaps, developed a strategic initiatives implementation plan, and finalized the City's IT Strategic Plan. The Plan will be presented to the City Council at its October 16, 2001 meeting.

The City is now entering Phase II of the Information Technology Strategic Planning process. This phase consists of the implementation of the City's new IT Strategic Plan including the

development of programs, plans and budgets needed to achieve the Goals, Objectives and Initiatives of the Plan. The purpose of this phase is to develop realistic plans for the IT Strategic Plan implementation that include timeframes and staff assignments that can be supported by City resources and to be sure that the Plan can be supported by the City's business and IT leadership and staff.

The Gartner Group, Inc., is one of the nation's recognized leaders in Information Technology analysis. They employ more than 1,000 analysts in more than 80 locations around the world and provide management consulting services to State and local government agencies throughout the nation. Because of their extensive experience, previous work for the City in the development of the City's IT Strategic Plan, and their understanding of the IT industry's best management practices, staff recommends that the Gartner Group, Inc., continue to assist the City in the implementation phase of the IT Strategic Plan.

It is recommended that the City Council approve the attached Resolution authorizing the City Manager and the City Clerk to execute Supplement No. 1 to City Manager Agreement No. 2001-028 with the Gartner Group, Inc., to provide professional consulting services related to the implementation of the City's new IT Strategic Plan.

FINANCIAL CONSIDERATIONS:

The funding for Phase II of the Information Technology Strategic Plan was included in the Technology Division's FY01/02 operating budget. No additional funding is requested.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Section 15061 (b)(1), 15378 (b)(3).

POLICY CONSIDERATIONS:

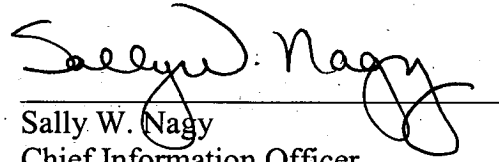
Staff recommends the sole source selection of the Gartner Group due to its familiarity with the IT strategic plan and extensive experience in providing the implementation assistance the City requires at this time.

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Supplemental Agreement No. 1 to City Manager Agreement No. 2001-028
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ESBD CONSIDERATIONS:

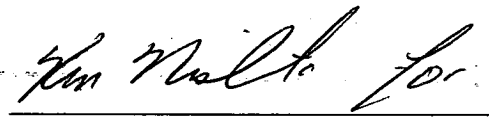
The Gartner Group is not an ESBD firm.

Respectfully submitted,

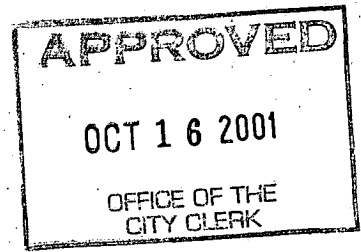


Sally W. Nagy
Chief Information Officer

RECOMMENDATION APPROVED:



Robert P. Thomas
City Manager



RESOLUTION NO. 2001-689

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AUTHORIZING APPROVAL OF SUPPLEMENT NO. 1 TO CITY MANAGER AGREEMENT NO. 2001-028 WITH THE GARTNER GROUP INC. TO PROVIDE CONSULTANT SERVICES FOR PHASE II OF THE CITY'S INFORMATION TECHNOLOGY STRATEGIC PLAN IN THE AMOUNT OF \$85,000.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The City Manager and City Clerk are hereby authorized to execute Supplement No. 1 to City Manager Agreement No. 2001-028 with the Gartner Group Inc. for a not-to-exceed amount of \$85,000 for consultant services for Phase II of the City's Information Technology Strategic Plan.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____