



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
July 21, 2005

Honorable Mayor and
Members of the City Council

Subject: Agreement: FY-06 Key Data Entry Services from Technical Data Systems, Inc.

Location/Council District: Citwide

Recommendation:

Adopt a Resolution that authorizes the City Manager to purchase the continuation of key data entry services from Technical Data Systems, Inc. (TDS) for an amount not to exceed \$150,000 for FY06 for the period July 2005 to January 2006.

Contact: Karl Rosander, IT Manager, 808-8262

Presenters: N/A

Department: Information Technology

Division: Technical Support Services

Organization No: 1337

Summary:

This report recommends that the City Council adopt the attached resolution authorizing the City Manager to purchase the continuation of key data entry services from TDS. The City is currently in the fifth year of a five-year contract (Bid No. 1895) with TDS for the key data entry of records for 10 computer legacy applications used by the City. The current contract with TDS will expire in January 2006 and funding is requested for the period July 2005 to January 2006 in an amount not to exceed \$150,000.

Committee/Commission Action: None.

Background Information:

In January 2001 the City awarded the bid for key data entry services to TDS. This City Bid (Contract) No. 1835 with TDS is for key data entry of records for 10 computer legacy applications that run on the City's mainframe. The major jobs for which the key data entry services are used include Employee Timesheets (Payroll), Traffic Accident Reporting, and Business Tax Receipts. The current contract with TDS was for an original two (2) year period with provisions to extend the contract for an additional three (3) years upon mutual agreement between the City and TDS.

It is proposed that the City and TDS continue this contract until the end of the five (5) year contract period (January 2006) and authorize the City Manager to purchase the continuation of key data services from TDS in an amount not to exceed \$150,000 for the period July 2005 to January 2006.

Even though the City has a long-term contract with TDS for key data entry services, the City Council is requested to approve the purchase of continuing key data services in FY06 since the fee for July 2005 to January 2006 is projected to be over \$100,000.

The Information Technology Department will coordinate with Procurement Division to ensure the re-bidding process is completed and contract has been awarded prior to the end of TDS' contract (January 2006) to ensure there are no key data entry service interruptions.

Financial Considerations:

No additional funding is requested in order for the City to purchase the continuation of key data entry services from TDS as the FY 06 proposed budget for the Information Technology Department includes funding for this purchase. The fee for the key data entry services for FY 06 will not exceed \$150,000 for the period July 2005 to January 2006.

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, Sections 15061 (b)(1), 15378 (b)(3).

Policy Considerations:

This recommendation is in conformance with the goals, objectives, initiatives and operating principles of the City's Information Technology Strategic Plan. In particular, this recommendation is in accordance with Goal #2, which is, "City employees are provided with the highest quality information technology customer service and support."

Subject: Agreement: FY-06 Key Data Entry Services from Technical Data Systems, Inc.

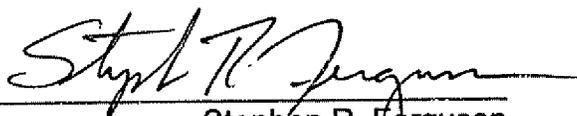
July 21, 2005

The City Council has previously approved the bid award of Bid No. 1895 to TDS for the purchase of key data entry services. However, in accordance with City policy the City Council is required to approve expenditures over \$100,000 and any increases to approved "not-to-exceed" amounts.

Emerging Small Business Development (ESBD):

TDS is a City certified E/SBE firm.

Respectfully Submitted by: Karl Rosander, IT Manager

Approved by: 
Stephen R. Ferguson
Chief Information Officer

Recommendation Approved:

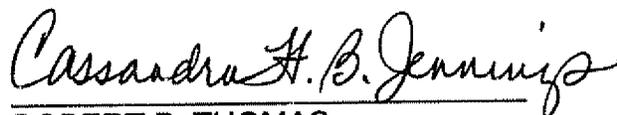

ROBERT P. THOMAS
City Manager

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RESOLUTION NO.

Adopted by the Sacramento City Council

APPROVING THE PURCHASE OF FY-06 KEY DATA ENTRY SERVICES FROM TECHNICAL DATA SYSTEMS, INC., FOR THE PERIOD JULY 2005 TO JANUARY 2006 IN AN AMOUNT NOT TO EXCEED \$150,000

BACKGROUND

- A. In January 2001 the City awarded the bid for key data entry services to Technical Data Systems, Inc. (TDS). This City Bid (Contract) No. 1835 with TDS is for key data entry of records for 10 computer legacy applications that run on the City's mainframe. The major jobs for which the key data entry services are used include Employee Timesheets (Payroll), Traffic Accident Reporting, and Business Tax Receipts. The current contract with TDS was for an original two (2) year period with provisions to extend the contract for an additional three (3) years upon mutual agreement between the City and TDS.
- B. The City and TDS will continue this contract until the end of the five (5) year contract period (January 2006) and the City Manager is authorized to purchase the continuation of key data services from TDS in an amount not to exceed \$150,000 for the period July 2005 to January 2006.
- C. Prior to the end of the contract with TDS, the Information Technology Department will coordinate with Procurement Division to ensure the re-bidding process is completed and a new contract has been awarded to ensure there are no key data entry service interruptions.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager is authorized to purchase the continuation of key data entry services from TDS for an amount not to exceed \$150,000 for FY06 for the period July 2005 to January 2006.

Mayor Heather Fargo

Attest:

Shirley Concolino, City Clerk