



**INFORMATION TECHNOLOGY  
DEPARTMENT**

STEPHEN F. FERGUSON  
CHIEF INFORMATION OFFICER

**CITY OF SACRAMENTO  
CALIFORNIA**

**May 4, 2005**

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City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: AMENDMENT TO RESOLUTION 2004-484 TO INCREASE THE TOTAL AMOUNT FROM \$240,000 TO \$275,000 FOR THE CONTINUATION OF KEY DATA ENTRY SERVICES FROM TECHNICAL DATA SYSTEMS, INC. FOR FY05**

**LOCATION AND COUNCIL DISTRICT:** Citywide – All Districts

**RECOMMENDATION:**

This report recommends that the City Council adopt the attached resolution which amends Resolution 2004-484 adopted June 22, 2004, which increases the FY05 total from \$240,000 to an amount not-to-exceed \$275,000 for Key Data Entry Services from Technical Data Systems.

**CONTACT PERSON:** Ric Elkins, Information Technology Supervisor, 808-5838  
Karl Rosander, Information Technology Manager, 808-7527

**FOR COUNCIL MEETING:** May 17, 2005

**SUMMARY:**

This report recommends that the City Council adopt the attached resolution which amends Resolution 2004-484 adopted June 22, 2004, that increases the FY05 total from \$240,000 to an amount not-to-exceed \$275,000 for Key Data Entry Services from Technical Data Systems. The City is currently in the fifth year of a five-year contract (Bid No. 1895) with Technical Data Systems, Inc. for the key data entry of records for 10 business applications used by the City.

**COMMITTEE/COMMISSION ACTION:** None Required



**BACKGROUND:**

In January 2001, the City awarded the bid for Key Data Entry Services to Technical Data Systems, Inc. This City Bid (Contract) No. 1835 with Technical Data Systems is for the key data entry of records for 10 business applications that run on the City's e-Server. The major applications for which the key data entry services are used include Employee Timesheets (Payroll), Traffic Accident Reporting, and Business Tax Receipts. The current contract with Technical Data Systems, Inc. was for an original two (2) year period, with provisions that extended the contract for an additional three (3) years, which was mutually agreed upon between the City and Technical Data Systems, Inc.

On June 10, 2004, the City Council adopted Resolution No. 2004-484 that authorized the City Manager to Purchase the continuation of Key Data Entry Services from Technical Data Systems, Inc. for an amount of not-to-exceed \$240,000 for FY05.

The justification for the cost increase from \$240,000 to \$275,000 (increase of \$35,000) for FY05 is due to additional technical services for Key Data Entry that specifically support the Payroll System and the Police Department Citation System. Actual keyed data volume is running higher than originally projected for both of these systems necessitating this request for increased spending authority to Technical Data Systems, Inc.

**FINANCIAL CONSIDERATIONS:**

No additional funding is requested in order for the City to purchase the continuation of key data entry services from Technical Data Services, Inc. through the remainder of FY05. The Information Technology Department has funding available in its current budget to cover the increased cost of \$35,000. The total fee for the key data entry services for FY 05 will not exceed \$275,000.

**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."


City Council  
Approval To Amend Resolution 2004-484 - Key Data Entry Services From Technical  
Data System For FY05  
May 4, 2005

The City Council has previously approved the bid award of Bid No. 1895 to Technical Data Services, Inc. for the purchase 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.

**ESBD CONSIDERATIONS:**

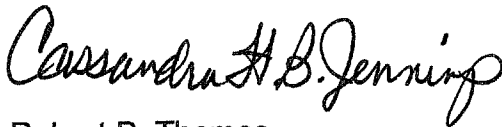
Technical Data Systems, Inc. is a City certified E/SBE firm.

Respectfully Submitted,



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

ON DATE OF \_\_\_\_\_

**RESOLUTION AMENDING RESOLUTION NO. 2004-484 TO INCREASE THE TOTAL AMOUNT FROM \$240,000 TO AN AMOUNT NOT-TO-EXCEED \$275,000 TO PURCHASE THE CONTINUATION OF KEY DATA ENTRY SERVICES FROM TECHNICAL DATA SYSTEMS, INC. FOR FY05**

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

The City Manager and City Clerk are hereby authorized to amend Resolution No. 2004-484, increasing the total not-to-exceed amount from \$240,000 to \$275,000 for FY05.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_