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DEPARTMENT OF
FINANCE

FINANCE ADMINISTRATION

CITY OF SACRAMENTO
CALIFORNIA

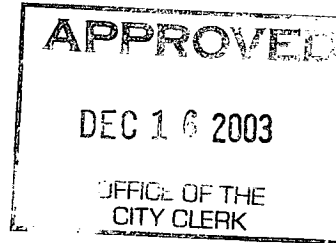
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December 3, 2003

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City Council
Sacramento, California

Honorable Members in Session:



SUBJECT: Approval of Supplement Agreement No. 1 to City Manager Agreement Number 2003-0741 for Consultant and Professional Services for Customer Information System (CIS) Project Management Support

LOCATION: Citywide

RECOMMENDATION:

This report recommends that the City Council authorize the City Manager to execute Supplemental Agreement Number 1 to City Manager Agreement 2003-0741 with Split Rock Consulting Inc. to extend the services for John Leatherwood as Technical Lead from the period of December 31 2003 through October 30, 2004. The supplemental agreement is for an amount not to exceed \$200,000.

CONTACT PERSON: Gustavo Vina, CIS Project Sponsor, 808-7138
Terry Leuchars, Sr. Project Manager, 808-1561

COUNCIL MEETING: December 16, 2003

SUMMARY:

In December 2002, the City Council approved the procurement of a new Utility Billing Customer Information System – PeopleSoft CIS. The implementation of the new CIS system began in May 2003. This report recommends approval to extend the Professional Services Agreement with Split Rock Consulting Inc. for Project Management Support provided by John Leatherwood. This extension would raise the contract value from \$98,000 to \$298,000. These services are required for a successful implementation of CIS.

COMMITTEE/COMMISSION ACTION: None Required

BACKGROUND INFORMATION:

In December 2002, City Council approved vendor agreements for the procurement and implementation of a new Utility Billing/Customer Information System, PeopleSoft CIS. In February 2003, City Council approved procurement of the required new computer hardware. The computer hardware and application software has been ordered, received and installed. In May 2003, City staff and the PeopleSoft CIS implementation vendor, SPL, began process analysis workshops to determine the final product configuration. In September 2003, based on these workshops, the Information Technology (IT) Department began coding conversion programs and designing interface specifications.

Initially, the IT effort was lead by an internal Technical Lead, Terry Leuchars. However, in August 2003, Terry was assigned to be the full-time Project Manager for Sacramento's Organizational Assessment Program (SOAP). After interviewing several candidates for his replacement, John Leatherwood from Split Rock Consulting Inc. was selected to replace Terry as the technical lead.

Given John Leatherwood's past performance and experience, the UBET/CIS Project Team, with the consensus of the project Executive Steering Committee, recommends that the City contract with Split Rock for Project Management Support services related to the implementation of the new CIS System be extended.

FINANCIAL CONSIDERATIONS:

The total costs for this Supplemental Agreement Number 1 is \$200,000. The funding is currently available in the Capital Improvement Program Budget – Project AB61-CIS Project. No additional funding is required.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, which are not made from purposes of a public work construction project, do not constitute a project and are exempt from the California Environmental Quality Act (CEQA), CEQA Guidelines, Sections 15061 (b) (1), 153778(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, it is in accordance with Goal #1, Improve Technical Infrastructure, the successful implementation of the new CIS Project will result in improved

City Council Report
Supplement Agreement No. 1 to City Manager Agreement No. 2003-0741
December 3, 2003

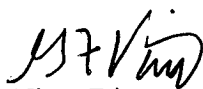
customer service for all City residents. Providing improved, timely customer service to all residents of the City is in accordance with the City Council's vision that the City of Sacramento is the city of choice to live, learn, work and play.

The action requested is consistent with Chapter 3.64 of the Sacramento City Code and existing policy regarding professional services agreements

ESBD CONSIDERATIONS:

Split Rock is not a certified ESBD firm. If further services are required for this project, an effort will be made to attempt to identify ESBD firms.

Respectfully submitted,


Gus Vina, Director
Finance Department

RECOMMENDATION APPROVED:


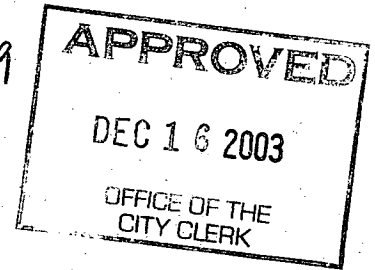

Robert P. Thomas
City Manager

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RESOLUTION NO. 2003-899

ADOPTED BY THE SACRAMENTO CITY COUNCIL
ON THE DATE OF _____



**RESOLUTION AUTHORIZING EXECUTION OF A SUPPLEMENTAL
PROFESSIONAL SERVICES AGREEMENT WITH
SPLIT ROCK CONSULTING, INC. FOR PROJECT
MANAGEMENT SERVICES IN AN AMOUNT NOT TO
EXCEED \$200,000.**

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

The City Manager and City Clerk are hereby authorized to execute a supplemental agreement to extent our Professional Services Agreement with Split Rock Consulting, Inc. to provide project management services to the Information Technology Department in an amount not-to-exceed \$200,000.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY