

# City of Sacramento

## Legislation Text

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**File #:** 2019-00277, **Version:** 1

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**Title:**

**Agreement: SharePoint Online Technical Service**

File ID: 2019-00277

**Location:** Citywide

**Recommendation:**

Pass a Motion authorizing the City Manager or City Manager's designee to execute supplemental agreement no.2 to city professional services agreement no. 2018-0924, with Astir Services, Inc. to provide customized SharePoint Online Technical Services for an amount not to exceed \$125,000, bringing the agreement's total not-to-exceed amount to \$220,200.

**Contact:** Mrudul Sadanandan, IT Manager, (916) 808-7894, Information Technology Department; Deanne Neighbors, (916) 808-3536, Department of Utilities, Program Specialist, Maria MacGunigal, CIO, (916) 808-7998, Information Technology

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-Supplemental No. 2

**Description/Analysis**

**Issue Detail:** The Department of Utilities ("DOU") is in the process of developing a project management database using a Microsoft SharePoint platform to track various projects in the department. As part of the Citywide rollout of SharePoint, IT engaged with Astir Services, Inc to provide technical support to implement custom configuration for various departments. After the initial phase, DOU continued to utilize the same technical resource to develop and implement the project management database. As part of implementation process, staff identified an additional opportunity to improve and automate the current business process that requires customization of the application. These additional improvements will allow DOU to report project updates and progress in a timely

manner. The additional services will increase the amount of the agreement to over \$100,000. City Code section 3.64.040.A.1.b, requires Council approval for a supplemental agreement that increased the amount of the agreement to over \$100,000. As such, staff recommends that Council approve the recommended supplemental agreement for the above services with the Astir Services Inc. is necessary to complete the upgrade.

**Policy Considerations:** The requested action is in conformance with City Code Chapter 3.64 and in accordance with the goals, objectives, initiatives and operating principles of the City's Digital Strategy.

**Economic Impacts:** None.

**Environmental Considerations:** This action is not a "project" subject to the California Environmental Quality Act ("CEQA") because it involves only organizational or administrative activities that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines section 15378(b)(5)).

**Sustainability:** Not Applicable.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** DOU currently uses an aging technology solution to track the progress of projects. The current software is obsolete and no longer supported by any vendor. A failure of this system would result in DOU's inability to track and effectively report the progress on projects to Council and customers.

During the initial phases of the project several processes were identified that require extensive custom solutions. These customizations were not anticipated within the original project scope. The additional features will allow DOU to quickly and easily report key performance indicators on projects, automate manual business processes, and eliminate paper. The software will have to be configured to ensure that the processes are delivered.

**Financial Considerations:** The original agreement totaled \$95,200. Supplemental Agreement No. 1 extended the term of the agreement to April 20, 2019. This Supplemental Agreement, No. 2, extends the contract term to December 31, 2019 and increases the contract by \$125,000, bringing the total contract not-to-exceed amount to \$220,200.

DOU has sufficient funding for the \$70,000 associated with the DOU IT Program (Z14170100) and the Department of Information Technology (IT) has sufficient funding in the IT operating budget to fund \$55,000 associated with other SharePoint system enhancements.

**Local Business Enterprise (LBE):** Not applicable.

