



City of Tacoma

Resolution No.: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

**Contract and Award Letter  
Purchase Resolution —Exhibit "A"**

---

**TO:** Board of Contracts and Awards  
**FROM:** Daniel Key, Director, Information Technology Department,  
Stephanie Audas, Manager, IT Office of the Chief Information Office (CIO)  
**COPY:** City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and  
Brittany Riolo, Senior Buyer, Finance/Purchasing.  
**SUBJECT:** Request for Proposals (RFP) Temporary Staffing Master Services  
Specification No. IT19-0441F, Contract Nos. CW2234938 and CW2234946 –  
September 30, 2025 City Council  
**DATE:** September 8, 2025

---

**RECOMMENDATION SUMMARY:**

The Information Technology ("IT") Department requests approval to increase CW2234938 to Sage Group Technologies, Inc., Hazlet, NJ, by \$187,000 plus applicable taxes and CW2234946 to The Stergion Group, Inc., Rancho Palos Verdes, CA, by \$245,000, plus applicable taxes, budgeted from Informational Technology Fund 5800, for continued supplemental support and professional services through 2026. This increase will bring the contracts to a cumulative total of \$1,387,000, plus applicable taxes, for Sage Group Technologies, Inc. and \$2,195,000, plus applicable taxes, for The Stergion Group, Inc.

**STRATEGIC POLICY PRIORITY:**

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

**BACKGROUND:**

Following RFP IT19-0441F, eight (8) vendors were awarded contracts for supplemental support and professional services on an as-needed basis, totaling \$7,000,000 plus applicable taxes, authorized by the May 12, 2020 City Manager Action Memorandum.

ISSUE: Sage Group Technologies, Inc. and The Stergion Group, Inc. have exceeded their original allocation amount, whereas several other vendors have not utilized their full allocation. The contract increase for these two vendors will not increase the aggregate spend authority of the original \$7,000,000 allocation.

ALTERNATIVES: The alternative to increasing the allocation amount for the two vendors, who currently have on-going task assignments, would be to replace staff currently in place with new staffing from the other vendors who have not used up their allocated amounts. This would create inefficiencies and delay projects, as new staff would have to be trained and brought up to speed.

**COMPETITIVE SOLICITATION:**

Request for Proposals Specification No. IT19-0441F was opened December 24, 2019. Twenty-six companies were invited to bid in addition to normal advertising of the project. Thirty-two submittals were received



**CONTRACT HISTORY:** This contract was originally awarded to Sage Group Technologies, Inc. and The Stergion Group, Inc. as a result of Request for Proposals Specification No. IT19-0441F in December 2019 for a 2-year term beginning May 6, 2020. The contracts were renewed with three additional 1-year terms, and they were extended to November 5, 2025, to allow the completion of a new Request for Proposals for Temporary Staffing Master Services.

**SUSTAINABILITY:** Vendors were evaluated on their company's commitment to the environment to include their sustainability practices.

**EQUITY IN CONTRACTING (EIC) COMPLIANCE:** Not applicable - Service contract - EIC Regulations are not yet established

**LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE:** Not applicable to these contracts.

**FISCAL IMPACT:****EXPENDITURES:**

<b>FUND NUMBER &amp; FUND NAME *</b>	<b>COST OBJECT (CC/WBS/ORDER)</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
5800 Informational Technology	596920	5310100	\$432,000
<b>TOTAL</b>			<b>Up to \$432,000</b>

**REVENUES:**

<b>FUNDING SOURCE</b>	<b>COST OBJECT (CC/WBS/ORDER)</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
5800 Informational Technology	596920	5950450	(\$432,000)
<b>TOTAL</b>			<b>Up to (\$432,000)</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** \$ 432,000

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.** N/A