



**TO:** Board of Contracts and Awards  
**FROM:** Daniel Key, Director of Information Technology  
**COPY:** Michelle Lewis-Hodges, PMO Manager, Information Technology Department  
City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator,  
Finance/Purchasing  
**SUBJECT:** Technical Project Management Services, RFP Specification # PS14-0295F,  
Requesting City Council Date of February 26, 2019  
**DATE:** February 13, 2019

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**RECOMMENDATION SUMMARY:**

The Information Technology Department request approval to increase Contract No. C12 to The Stergion Group, Inc., Rancho Palos Verdes, CA, by \$232,764.00, plus applicable sales tax, with a term ending December 31, 2019 for continued project management services. This increase will bring the contract to a cumulative total of \$832,899.00, plus applicable sales tax.

**STRATEGIC POLICY PRIORITY:**

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

By supporting the City’s information technology projects, this contract supports an open, effective, results-oriented organization.

**BACKGROUND:**

To assist in the deployment of an enterprise-wide technology project for information management, the Information Technology Department utilized the Project Management Roster established by RFP PS14-0295F. The Stergion Group, Inc. was chosen to provide project management services for the first phases of the project. Additional phases of the project have been defined and continued project management services are needed for these phases.

ISSUE: Enterprise-wide technology projects are complex and benefit from project management services to provide executive level support, facilitate strategic business decisions, manage multiple vendor relationships, and provide leadership to project team members. The current staffing model of the Information Technology Department includes project managers on-staff to manage the majority of projects, and a contract option to staff senior project managers for the less frequently occurring, enterprise-wide projects.

Continuing to utilize contracts for project management services will improve efficiency and agility for the Information Technology Department to accommodate customer needs and to deliver projects.

ALTERNATIVES: An alternative action is to issue separate and distinct request for proposals and subsequent contracts for each assignment. Due to the need for timely accommodation of customer needs and workloads, this alternative is not recommended. A second alternative is to assign duties to an existing team member. Due to the existing workloads and the complexity of anticipated project assignments, this alternative is not recommended.



**COMPETITIVE SOLICITATION:**

RFP Specification No. PS14-0295F IT Project Management Temporary Staffing Services was opened June 17, 2014. Twenty-six submittals were received. A roster of authorized contractors was established. The Stergion Group, Inc. is one of the authorized contractors selected.

**CONTRACT HISTORY:** This contract was originally awarded to the Stergion Group, Inc. in March 2017, in the amount of \$186,576.00, plus applicable sales tax. The first amendment, which was approved by Resolution No. 39806 and executed October 2017, increased the contract by \$299,079.00 for a cumulative total to \$485,655.00, plus applicable sales tax, with a term ending December 31, 2018. The second amendment, which was approved by Resolution No. 40091 and executed August 2018, increased the contract by \$114,480.00 for a cumulative total to \$600,135.00, plus applicable sales tax, with a term ending March 30, 2019. This third amendment will increase the contract by \$232,764.00 for a cumulative total to \$832,899.00, plus any applicable taxes, with a term ending December 31, 2019.

**SUSTAINABILITY:** Approximately half of subject services will be provided remotely, thereby reducing the number of carbon-generating trips. Additionally, all contract deliverables will be digital.

**SBE/LEAP COMPLIANCE:** Not applicable.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE):** The recommended contractor is a certified Disadvantaged Business Enterprise (DBE). As such, the DBE participation level of the recommended contractor is one hundred percent.

**FISCAL IMPACT:**

Funds in the amount of \$232,764.00 are budgeted and available in the 2019/2020 biennium.

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	593540	5310100	\$232,764.00
<b>TOTAL</b>			\$232,764.00



**REVENUES:**

<b>FUNDING SOURCE</b>	<b>COST OBJECT (CC/WBS/ORDER)</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
Information Systems Fund 5800	593540		\$232,764.00
<b>TOTAL</b>			\$232,764.00

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$232,764.00**

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

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