



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: Project Management Master Services Contract Amendment, RFP Specification
No. Doc1062122436, Contract No. C267-V2 - (CW2224013), C283 -
(CW2222763); March 26, 2019
DATE: March 8, 2019

RECOMMENDATION SUMMARY:

The Information Technology Department requests approval to increase two master (“bench”) contracts for supplemental project management support and services by \$701,000.00 for contract numbers C267-V2-(CW2224013) to P & M Holding Group LLP, Southfield, MI, and C283-(CW2222763) to The Stergion Group, Inc., Rancho Palos Verdes, CA. The original contract lengths were two-year periods with an end date of December 31, 2019, and an option of three one-year extensions, for \$199,000.00, plus any applicable taxes. This amendment will bring the cumulative total to \$900,000.00, plus any applicable taxes, and exercise the first one-year extension for an end date of December 31, 2020.

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:

The Information Technology Department has provided in-house project management support and services since 2015. Since then, there has been steadily growing demand for technology projects to extend business functionality. As the number of projects grows, the demand for project management expertise to organize, guide and manage the execution of projects also grows. In 2018, “bench” contracts were established through a competitive process to provide an option to augment in-house project management support and services. This request to increase spending authority and exercise the option to extend the term date of the “bench” contracts provides for anticipated assignments in 2019 and 2020. The continued ability to leverage the “bench” contracts will allow the Information Technology Department to meet the increasing demand for services.

ISSUE: The standard staff augmentation contracting process adds months to the project lifecycle for each technology project and is not useful in filling emergent or temporary staffing gaps. Establishing reusable “bench” contracts for supplemental project management services will improve efficiency and agility for the Information Technology Department to accommodate business needs and to deliver approved business modernization 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 staff member. Due to the existing workloads and anticipated project assignments, this alternative is not recommended.

COMPETITIVE SOLICITATION:

RFP Specification No. Doc1062122436 - *Project Management Services* was opened August 11, 2017. Two “bench” contracts with authorized consulting firms were established in 2018 as a result of the competitive process. It is anticipated that another RFP will be executed when the contract terms are fulfilled.

CONTRACT HISTORY: The contracts were established with P & M Holding Group, LLP. and The Stergion Group, Inc. on January 1, 2018 with a termination date of December 31, 2019.

SUSTAINABILITY: Approximately half of subject services can 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 Stergion Group, Inc. is a certified Disadvantaged Business Enterprise (DBE). As such, the DBE participation level of this recommended contractor is one hundred percent.

FISCAL IMPACT:

Funds in the amount of \$701,000.00 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	596960	5310100	\$401,000.00
	596501	5310100	\$90,000.00
	593540	5310100	\$210,000.00
TOTAL			\$701,000.00

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	596960	5310100	\$401,000.00
	596501	5310100	\$90,000.00
	593540	5310100	\$210,000.00
TOTAL			\$701,000.00



FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$701,000.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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