



**TO:** Board of Contracts and Awards  
**FROM:** Daniel Key, Director of Information Technology  
Michelle Lewis-Hodges, PMO Manager, Information Technology Department  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Alex Clark Finance/Purchasing  
**SUBJECT:** Technical Project Management Services, RFP Specification # PS14-0295F, Requesting City Council Date of August 21, 2018  
**DATE:** August 2, 2018

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**SUMMARY:**

The Information Technology Department recommends the amendment of Contract No. C12 to The Stergion Group, Inc., Rancho Palos Verdes, CA, for an increase of \$114,480.00, plus applicable sales tax, with a term ending March 30, 2019 for continued project management services. The increase will bring the contract to a cumulative total of \$600,135.00, 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:**

ISSUE: Enterprise-wide technology projects are complex and benefit from senior level project management services to provide executive level support, facilitate strategic business decisions, manage multiple vendor relationships, and provide leadership to project team members and to staff across department boundaries. The current staffing model of the Information Technology Department includes base-level 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 senior project management services will improve efficiency and agility for the Information Technology Department to accommodate customer needs and to deliver approved 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 senior-level duties to an existing base-level team member. Due to the existing workloads and the complexity of anticipated project assignments, this alternative is not recommended.

COMPETITIVE SOLICITATION: A roster of authorized contractors was established in 2014 through RFP Specification No. PS14-0295F IT Project Management Temporary Staffing Services. The Stergion Group, Inc. is one of the authorized contractors selected.

CONTRACT HISTORY: The original contract was approved and executed 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. This second amendment will increase 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.

**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.

**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.

**RECOMMENDATION:**

The Information Technology Department recommends the amendment of Contract No. C12 to The Stergion Group, Inc., Rancho Palos Verdes, CA, for an increase of \$114,480.00, plus applicable sales tax, with a term ending March 30, 2019 for continued project management services. The increase will bring the contract to a cumulative total of \$600,135.00, plus applicable sales tax.

**FISCAL IMPACT:**

Funds in the amount of \$114,480 are budgeted and available in the 2017/2018 biennium.

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	596000	5310100	\$600,135.00
<b>TOTAL</b>			\$600,135.00

\* General Fund: Include Department

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	596000		\$600,135.00
<b>TOTAL</b>			\$600,135.00

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$600,135.00**

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