

Mayor and Council Communication

DATE: 06/22/21

M&C FILE NUMBER: M&C 21-0456

LOG NAME: 13P AMEND 21-0084 STAFF AUGMENTATION ITS ADK

SUBJECT

(ALL) Authorize an Amendment to the Term of M&C 21-0084 and Increase the Annual Amount by \$400,000.00 for Staff Augmentation Services using Cooperative Contracts for a Revised Term Amount of \$2,950,000.00 with Two Annual Renewal Options for the Information Technology Solutions and Water Departments

RECOMMENDATION:

It is recommended that the City Council authorize an amendment to the term of M&C 21-0084 and increase the annual amount by \$400,000.00 for staff augmentation services using cooperative contracts for a revised term amount of \$2,950,000.00 with two annual renewal options for the Information Technology Solutions and Water Departments.

DISCUSSION:

On February 2, 2021, City Council approved Mayor and Council Communication (M&C) 21-0084 for the purpose of replacing the existing M&C authorization and to consolidate the four awards. Historically, utilized vendors have been awarded new cooperative contracts requiring new authorization for continued services. The previous M&Cs approved are C-27983, C-28636, C-28999, and 20-0410. The targeted outcome of M&C 21-0084 was to begin utilizing a refreshed \$2.1 million authorization upon approval of City Council to ensure there were no interruptions to ongoing and upcoming projects. It is now a concern that the authorization period of 21-0084 overlapped the term of the previous M&C's authority could lead to an inadvertent overspend. Additionally, it is a concern that the "replacement" language in M&C 21-0084 retroactively impacted the historic approval.

Temporary personnel are recruited from the staffing agencies to assist in the development and implementation of specialized technology projects. This includes ongoing operational needs, implementations of new capital funded projects, and the improvement of vital City services, to include cyber security and ERP projects. In addition to operational and capital efforts, the Information Technology Services (ITS) Department would like to have these contracts available for any projects needs that arise with the configuration of the new City Hall building. Therefore, ITS is recommending increasing their annual authorization by \$400,000.00. Staff augmentation requirements are identified by the reporting IT Manager/Executive based on need and available budget. Recruitments are sent to each available contracted vendor and are provided an equal opportunity to respond with qualified candidates. Applicants are submitted to the hiring manager on a first in / first out basis and the recruitment is completed once a suitable candidate has been identified.

The total of the new requested authorization amount of \$2,500,000.00 for the ITS Department and \$450,000.00 for the Water Department will become effective upon City Council approval and will be available for use through August 31, 2022. Throughout the next year, the ITS Department plans to evaluate the utilized vendors and will request a new authorization package in 2022.

Vendors are given an equal opportunity to earn a minimum of 10% of the awarded expenditures on an as-needed basis. No specific amount is guaranteed. From July 31, 2020 through February 2021, Insight Global was the only vendor contract available while M&C 21-0084 was being prepared therefore a disproportionate spend was utilized with Insight Global.

Vendors authorized by this request are as follows. The vendors selected provide the best overall value. Existing City Secretary Contracts will be amended to reflect the term and compensation language changes as needed.

Vendor	Cooperative Contract	Cooperative Contract Expiration Date	City Secretary Contract
TekSystems	DIR-CPO-4638	August 31, 2024	54907
Apex Systems	DIR-CPO-4521	August 31, 2024	55409
Luna Data	DIR-CPO-4582	August 31, 2024	54782
Insight Global	GS-35F-0247Y	March 19, 2032	51991

The Water Department was included on approval 21-0084 for an annual authorization of \$450,000.00. ITS proposes that the initial term of their agreement, beginning March 26, 2021, expire and renew upon City Council approval to align with the restructuring of the ITS agreements.

DIR-CPO-TMP-445 was published on 4/16/2020 and responses were due on 6/11/2020

Agreement Term: Upon City Council's approval, the term will become effective and expire on August 31, 2022. The existing Vendor Service Agreements will be amended to reflect the new expiration date of August 31, 2022. Agreements will renew on September 1 thereafter.

Renewal Terms: The Agreements may be renewed annually with a final expiration date of August 31, 2024. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

Administrative Change Order: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendations, funds are available in the current operating budget, as appropriated, of the General, ITS Capital and Water & Sewer Funds and that, prior to an expenditure being made, the participating department has the responsibility to validate the availability of funds.

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Expedited