



City Council Report

915 I Street, 1st Floor

Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2017-00451

April 25, 2017

Consent Item 02

Title: Supplemental Agreement: SharePoint Implementation Professional Services

Location: Citywide

Recommendation: Pass a Motion authorizing the City Manager or his designee to execute Supplemental Agreement No. 2017-0166-1 with Macias Gini & O'Connell for additional configuration and implementation professional consulting services for the City's Microsoft Sharepoint and SeamlessDocs cloud solutions, increasing the agreement by \$60,000 for a revised total not-to-exceed amount of \$155,850.

Contact: Cassy Vaioleti-Matu, Program Analyst, (916) 808-8047; Mrudul Sadanandan, IT Manager, (916) 808-7894, Information Technology Department

Presenter: N/A

Attachments:

1-Description/Analysis

2-Supplemental Agreement

Description/Analysis

Issue Detail

The City of Sacramento (the "City") developed a Digital Strategy in 2014 that reviewed current information technology ("IT") business systems and assets to ensure that new IT initiatives and strategic business technologies are sound and deliver the highest possible value and efficiencies to the City and its constituents. The implementation of staff collaboration tools and electronic forms ("E-Forms") expansion were two key initiatives identified as an opportunity for improved citywide efficiencies.

Microsoft SharePoint technology ("SharePoint") is a web-based software application that integrates with Microsoft Office and is used as a document management/collaboration tool. SharePoint is part of a bundled software package that was delivered under the City's Microsoft Office 365 subscription contract ("City Agreement 2015-0577"). No additional cost was needed to purchase SharePoint; however, additional technical resources are needed to augment staff resources to configure and implement Sharepoint (the "Services").

The City utilized the State of California's Master Services Agreement Contract #4137002-159 ("MSA") to search for a contractor to provide the Services. The MSA was competitively bid using a Request for Proposal ("RFP") 5167010 and established a list of authorized contractors including Macias Gini & O'Connell ("MGO"). City staff requested service quotes from several MSA authorized contractors and determined that the proposal from MGO best met the City's needs and provides the best value to the City.

Accordingly, the IT Department entered into an agreement with MGO, ("City Agreement No. 2017-0166" or the "Agreement"). Under the Agreement, MGO also provides the City with professional services that supports the E-Forms and SharePoint initiatives. The Agreement was executed for the initial phase of both projects. However, the Agreement must be increased and extended to complete Phase 2, which includes the implementation phases.

Policy Considerations: The recommendations in this report are in accordance with City Code section 3.64.040 (A)(1)(b) which requires City Council approval for supplemental agreements that increase the amount of a professional services agreement to \$100,000 or more wherein the original agreement amount was less than \$100,000.

Economic Impacts: N/A

Environmental Considerations: The report concerns administrative activities that will not have a significant effect on the environment, and does not constitute a "project" as defined by

the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3);15378(b)(2)].

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: IT is responsible for implementing and supporting the Microsoft SharePoint Online and SeamlessDocs cloud solutions. A citywide implementation of both these solutions requires capabilities beyond current IT staff resources.

Financial Considerations: Sufficient funding exists in the Capital Improvement Project, Web Enhancement (A07000700) and FY16/17 IT operating budget to execute the recommended supplemental agreement with Macias, Gini, and O'Connell for the consulting services described herein, increasing the agreement in the amount of \$60,000 for a revised total contract amount not to exceed \$155,850.

Local Business Enterprise (LBE): The City's LBE program does not apply to cooperative purchasing agreements that result from another public agency's competitively-bid process.

Background: Master Service Agreements are contracts that are competitively bid by the State of California, Department of General Services and available to any agency that expend public funds. These types of agreements establish a pre-qualified list of vendors and simplify the purchasing process for the end user. Therefore, the use of cooperative purchasing agreements maximizes cost savings and staff resources by sharing contracting and purchasing efforts with other government agencies. In addition, utilizing cooperative purchasing agreements is advantageous to the City because it provides opportunities for the City to obtain lower pricing through volume purchasing.

SharePoint Online is a cloud solution of Microsoft Office 365. The City currently utilizes Microsoft Office 365 cloud tools including mail, calendar, office suite and OneDrive. SharePoint Online will promote teamwork and document sharing between internal and external stakeholders.

SeamlessDocs web forms cloud solution will replace all internal and external paper, web, and PDF forms to a modern electronic solution. This solution will promote automation and streamline tedious manual processes.

SUPPLEMENTAL AGREEMENT

Project Title and Job Number: SharePoint Implementation Service
Purchase Order #:

Date: 3/24/17
Supplemental Agreement No.: 2017-0166-1

The City of Sacramento ("City") and Macias, Gini & McConnel ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2017-0166, including any and all prior supplemental agreements modifying the agreement (the agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows:

1. The extension is to ensure continuity of the project's development, support, configuration, and citywide implementation of SharePoint Online and Web cloud solution. This increase will allow the team to complete additional enhancements and deliver custom forms and collaboration solutions to individual departments.
2. The Time of Performance specified in Section 5 of Exhibit A of the Agreement is amended as follows: The services described herein shall be provided during a term that begins on the date written of the first page of this agreement and expires on August 31, 2017.

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is increased by 60,000.00, and the Agreement's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	95,850.00
Net change by previous supplemental agreements:	0.00
Not-to-exceed amount prior to this supplemental agreement:	0.00
Increase by this supplemental agreement:	60,000.00
New not-to exceed amount including all supplemental agreements:	155,850.00

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.
4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approval Recommended By:

Approved As To Form By:

Project Manager

City Attorney

Approved By:



Contractor

Approved By:

Attested To By:

City of Sacramento

City Clerk