



City Council Report

915 I Street, 1st Floor

Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2019-01778

January 14, 2020

Consent Item 15

Title: Supplemental Agreement # 3 - Electronic Forms Staffing Services

Location: Citywide

Recommendation: Pass a Motion authorizing the City Manager or the City Manager's designee to execute Supplemental Agreement No. 3 to City Agreement No. 2018-0573 with Bizodo Inc. DBA: SeamlessDocs (SeamlessDocs), to provide additional staffing services, for an amount not-to-exceed \$35,000, bringing the agreement's total not-to-exceed amount to \$238,480.

Contact: Roshini Das, Sustainability Program Manager (916) 808-6270; Bill Busath, Director of Utilities, (916) 808-1434, Department of Utilities; Mrudul Sadanandan, IT Manager, (916) 808-7894, Information Technology Department.

Presenter: None

Attachments:

1-Description/Analysis

2-Supplemental Agreement #3

Description/Analysis

Issue Detail: Per the City's 2013 Water Conservation Plan (WCP), Department of Utilities' (DOU) water conservation office issues appliance, toilet, and landscape rebates to residential and commercial customers to encourage water use efficiency. Currently, DOU is engaged with SeamlessDocs to digitize the rebate applications into cloud-hosted electronic forms and to digitize the workflow using SeamlessDocs Government Relationship Management platform. As part of the implementation process, City staff identified additional programs that would benefit from the services provided by SeamlessDocs. These programs will help the water conservation office to provide better and updated services to the community. The proposed Supplemental Agreement No. 3 extends consultant support and assistance with the rebate forms, water conservation assistance programs, and administration.

Policy Considerations: Per City Code Chapter 3.64, this supplemental agreement exceeds the City Manager's approval authority and requires Council approval.

Economic Impacts: None

Environmental Considerations: The Community Development Department, Environmental Planning Services has reviewed the proposed agreement and has determined that it is not considered a "project" under the California Environmental Quality Act (CEQA) Guidelines. The approval of an agreement for staffing services is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment (CEQA Guidelines section 15378 (b)) and is not subject to CEQA (CEQA Guidelines Section 15060(c)(3)).

Sustainability: This action conforms with the City's 2035 General Plan Goal U 2.1.11 'Water Conservation Programs' that require the City to provide incentives and programs for adoption of water efficiency measures.

The requested action also conforms to City Code Chapter 3.64; and the goals, objectives, initiatives, and operating principles of the City's Digital Strategy.

Commission/Committee Action: None

Rationale for Recommendation: In the past, DOU used paper submissions and mailed-in applications for water efficiency rebate applications. This was a lengthy and slow-moving process that made it extremely cumbersome for the customers to submit, and for staff to process, rebate applications. The electronic forms have proven to be a great benefit by tripling the number of rebate applications received. Furthermore, digitizing rebate forms and workflow of programs has improved customer experience and participation in the City's rebate

programs. In April 2018, SeamlessDocs was selected as the top-ranked firm to provide electronic forms services through a Request for Proposal (P18071011007) process. City staff recommends that this supplemental agreement be approved in order to complete the work identified.

Financial Considerations: Sufficient funding is available in the Water Conservation Program (I14120400) for this supplemental agreement.

There are no General Funds allocated or planned for this project.

Local Business Enterprise (LBE): SeamlessDocs is not an LBE. The minimum LBE participation was not required when the contract was initially established as a result of the Request for Proposal (P18071011007) process. The digitization of additional rebate forms requires the need to amend this contract which is in the best interest of the City.

SUPPLEMENTAL AGREEMENT

Project Title and Job Number: Electronic Forms-Staff Services
Purchase Order #:

Date: __/__/19
Supplemental Agreement No.: 3

The City of Sacramento ("CITY") and Bizdo, Inc. DBA: Seamless ("CONTRACTOR"), as parties to that certain Professional Services Agreement designated as Agreement Number 2018-0573, 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 list of electronic CITY forms identified under the first bullet of Section 1, Project Requirements, of the "Scope of Services" of the Agreement is amended to add the following group of electronic forms:
 - o Forms for the CITY's water conservation program
2. In consideration of the additional services described in section 2, 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 \$35,000.00, and the Agreement's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	<u>\$92,080.00</u>
Net change by previous supplemental agreements:	<u>\$111,400.00</u>
Not-to-exceed amount prior to this supplemental agreement:	<u>\$203,480.00</u>
Increased by this supplemental agreement:	<u>\$35,000.00</u>
New not-to exceed amount including all supplemental agreements:	<u>\$238,480.00</u>

3. CONTRACTOR agrees that the amount of increase in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional 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 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

Senior Deputy City Attorney

Approved By:

CONTRACTOR

Attested To By:

Approved By:

City of Sacramento

City Clerk

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