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**APPROVED**  
SEP 2 2003  
OFFICE OF THE  
CITY CLERK

INFORMATION TECHNOLOGY  
DEPARTMENT

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August 25, 2003

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: APPROVAL OF CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT FOR CONTRACT PROGRAMMING SERVICES FOR IMPLEMENTATION OF NEW CUSTOMER INFORMATION SYSTEM (CIS)**

**LOCATION:** Citywide

**RECOMMENDATION:**

This report recommends that the City Council authorize the City Manager to execute Professional Services Agreements with Venturi Partners, Liz Grainger and Louise Mitchell for programming services related to the implementation of the new Utility Billing/Customer Information System –CIS.

**CONTACT PERSON:** Margaret L. Freeman, CIS Project Manager, 808-7093

**COUNCIL MEETING:** September 2, 2003

**SUMMARY:**

In December 2002, the City Council approved the procurement of a new Utility Billing Customer Information System – PeopleSoft CIS. The implementation of the new CIS began in May 2003. This report recommends approval of three professional service agreements, in the total amount of \$186,900, for programming services required for the successful implementation of the CIS.

**COMMITTEE/COMMISSION ACTION:** None is required.

**BACKGROUND INFORMATION:**

In December 2002, City Council approved vendor agreements for the procurement and implementation of a new utility billing/customer information system, PeopleSoft CIS. In February 2003, City Council approved procurement of the required new computer hardware. The computer hardware has been ordered and received. The application software has been installed and the implementation project for the new CIS began in May 2003.

From May through August the CIS team outlined the processes and data that will be required using the new CIS system. Part of this analysis included determining the data that would need to be converted from the legacy system (UCIS) to the new system and the programming that would be required to convert that data from the legacy system to the new PeopleSoft system. Based on the analysis performed during this exercise it is estimated that approximately forty programs will need to be written, converting over 800 data elements. It is estimated this will take three full-time programmers six to nine months to complete, one of which is already a City employee. In addition to programming, the data will need to be loaded into a conversion tool that will require an additional person full-time for four months.

Given the above requirements, the UBET team put a Request for Qualifications (RFQ) out and had responses from over 10 vendors that supplied resumes for approximately 30 candidates. Information Technology reviewed the resumes and selected the top six candidates for interviews. These candidates were interviewed by an Information Technology team and ranked. The top three candidates were offered contracts. These candidates came from the firms of Venturi Technology Partners, a known, and long term contractor with the City, Liz Grainger, an independent, who qualifies as a ESBID vendor and Louise Mitchell, an independent, who also qualifies as a ESBID vendor.

The programming services to be provided by these vendors will assist the City project team in successfully implementing the new CIS. They will design, develop and test software programs to convert legacy data into the PeopleSoft program, under the direction of the City's CIS Conversion Lead.

**FINANCIAL CONSIDERATIONS:**

The total costs for these three agreements are \$186,900. The funding is currently available in the Capital Improvement Program budget – Project AB61-CIS Project. No additional funding is required.

**ENVIRONMENTAL CONSIDERATIONS:**

Ongoing administrative and maintenance activities, which are not made from purposes of a public work construction project, do not constitute a project and are exempt from the California Environmental Quality Act (CEQA), CEQA Guidelines, Sections 15061 (b) (1), 153778(b) (3).

**POLICY CONSIDERATIONS:**


The successful implementation of the new CIS will result in improved customer service for all City residents. Providing improved, timely customer service to all residents of the City is in accordance with the City Council's vision that the City of Sacramento is the city of choice to live, learn, work and play.

The action requested is consistent with Chapter 3.64 of the Sacramento City Code and existing policy regarding professional services agreements.

**ESBD CONSIDERATIONS:**

Both Louise Mitchell and Liz Grainger are certified ESBD firms. If further services are required for the project, an effort will be made to attempt to identify ESBD firms.

Respectfully submitted,

  
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Terry Leuchars  
Sr. Project Manager

**RECOMMENDATION APPROVED:**

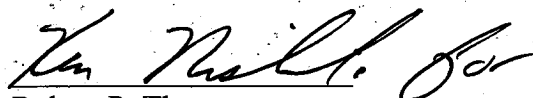
  
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Robert P. Thomas  
City Manager

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**RESOLUTION NO. 2003-612**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF 9/2/03

**RESOLUTION APPROVING A  
CONSULTANT AND PROFESSIONAL  
SERVICES AGREEMENT (QUALITY  
ASSURANCE PROGRAM SERVICES) WITH  
VENTURI PARTNERS FOR AN AMOUNT  
NOT-TO-EXCEED \$92,400.**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The City Manager and City Clerk are hereby authorized to execute an agreement with Venturi Technology Partners for services related to the implementation of the new Utility Billing/Customer Information System -- CIS in an amount not-to-exceed \$92,400.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

**APPROVED**  
SEP 2 2003  
OFFICE OF THE  
CITY CLERK

RESOLUTION NO. 2003-613

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF 9/2/03

**RESOLUTION APPROVING A CONSULTANT  
AND PROFESSIONAL SERVICES AGREEMENT  
(QUALITY ASSURANCE PROGRAM SERVICES)  
WITH LIZ GRAINGER FOR AN AMOUNT  
NOT-TO-EXCEED \$78,000.**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The City Manager and City Clerk are hereby authorized to execute an agreement with Liz Grainger for consultant services related to the implementation of the new Utility Billing/Customer Information System - CIS in an amount not-to-exceed \$78,000.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

**APPROVED**  
SEP 2 2003  
OFFICE OF THE  
CITY CLERK

**RESOLUTION NO. 2003-614B**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF 9/2/03

**RESOLUTION APPROVING A CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT (QUALITY ASSURANCE PROGRAM SERVICES) WITH LOUISE MITCHELL FOR AN AMOUNT NOT-TO-EXCEED \$16,500.**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The City Manager and City Clerk are hereby authorized to execute an agreement with Louise Mitchell for consultant services related to the implementation of the new Utility Billing/Customer Information System – CIS in an amount not-to-exceed \$16,500.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_

DATE ADOPTED \_\_\_\_\_