

3.17

July 27, 2004

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: APPROVAL OF CONSULTANT AND PROFESSIONAL SERVICES
AGREEMENT FOR PERSONAL ENTERPRISES, INC. TO PROVIDE
CUSTOMER INFORMATION SYSTEM (CIS) SOFTWARE TRAINING**

LOCATION: Citywide

RECOMMENDATION:

This report recommends that the City Council authorize the City Manager to execute Consultant and Professional Services Agreement with Personal Enterprises, Inc. to acquire the services for Mark Taylor as Reports Analyst from the period of August 2, 2004 through January 31, 2005. The Consultant and Professional Services Agreement is for an amount not to exceed \$138,000.

CONTACT PERSON: Gustavo Vina, CIS Project Sponsor, 808-7138

FOR THE COUNCIL MEETING OF: July 27, 2004

SUMMARY:

In December 2002, the City Council approved the procurement of a new Utility Billing Customer Information System (CIS) - PeopleSoft CIS. The implementation of the new CIS system began in May 2003. In April 2004, City Council approved appropriation of \$4.2 Million in order to complete the project. This report recommends approval to enter into a Professional Services Agreement with Personal Enterprises, Inc. for CIS Report Development services to be provided by Mark Taylor. This would be for a contract value of \$138,000. These services are required for a successful implementation of CIS.

COMMITTEE/COMMISSION ACTION: None 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 and application software has been ordered, received and installed. In May 2003, City staff and the PeopleSoft CIS implementation vendor, SPL, began process analysis workshops to determine the final product configuration. From November 2003 through January 2004, the CIS Project went through a project transition phase to address problems and issues. In April 2004, City Council appropriated additional funding needed to complete the project.

The principal consultant proposed, Mr. Mark Taylor, is a software development professional with experience utilizing a wide variety of languages and Peoplesoft tools. These attributes coupled with fifteen years of IT experience are of great benefit to the City's CIS Project Team. The principal consultant proposed would advise, guide and assist the staff of the City of Sacramento to develop a wide variety of reports using a variety of tools. This experience is not available within the City's UBET/CIS Project resources.

Given Mark Taylor's past performance at other client companies and experience, the UBET/CIS Project Team, with the consensus of the Project Management Team, recommends that the City contract with Personal Enterprises, Inc. for Report Development services related to the implementation of the new CIS System be approved.

FINANCIAL CONSIDERATIONS:

The total costs for this Consultant and Professional Services Agreement is \$138,000. 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:

This recommendation is in conformance with the goals, objectives, initiatives and operating principles of the City's Information Technology Strategic Plan. In particular, it is in accordance with Goal #1, Improve Technical Infrastructure, the successful implementation of the new CIS Project 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:

Personal Enterprises, Inc. is a certified ESBD firm.

Respectfully submitted,


Gus Vina, Director
Finance Department

RECOMMENDATION APPROVED:

Robert P. Thomas
City Manager

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RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON THE DATE OF _____

**RESOLUTION TO APPROVE THE CONSULTANT AND
PROFESSIONAL SERVICES AGREEMENT WITH PERSONAL ENTERPRISES, INC. FOR
CIS SOFTWARE REPORT DEVELOPMENT SERVICES IN AN AMOUNT NOT TO
EXCEED \$138,000.**

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

The City Manager and City Clerk are hereby authorized to approve our Consultant and Professional Services Agreement with Personal Enterprises, Inc. to provide Software Report Development services to the implementation of the new Utility Billing/Customer Information System (CIS) in an amount not to exceed \$138,000.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

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