



DEPARTMENT OF  
FINANCE

REVENUE DIVISION  
UTILITY SERVICES SECTION

CITY OF SACRAMENTO  
CALIFORNIA

January 24, 2005

CITY HALL  
ROOM 114  
730 I STREET  
SACRAMENTO, CA  
95814-2610

916-808-5454

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: APPROVAL OF SUPPLEMENTAL AGREEMENT NO. 4 TO CITY AGREEMENT NUMBER 2003-147 FOR CONSULTANT AND PROFESSIONAL SERVICES WITH COMSYS SERVICES LLC TO PROVIDE CUSTOMER INFORMATION SYSTEM (CIS) QUALITY ASSURANCE PROGRAM SERVICES**

**LOCATION:** Citywide

**RECOMMENDATION:**

This report recommends that the City Council authorize the City Manager to execute Supplemental Agreement Number 4 to City Agreement 2003-147 with COMSYS Services LLC to extend the services for Napoleon Gladney as Customer Information System (CIS) Quality Assurance Program services from the period of January 31, 2005 through May 6, 2005. The supplemental agreement is for an amount not to exceed \$62,000 with total hours not to exceed 40 hours per week.

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

**FOR THE COUNCIL MEETING OF:** February 8, 2005

**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. This report recommends approval to extend the Professional Services Agreement with COMSYS Services LLC for Quality Assurance Program services provided by Napoleon Gladney. This extension would raise the contract value from \$227,920 to \$289,920. These services are required for a successful implementation of CIS. In addition, this report reflects the name change resulting from the merger of Venturi Technology Partners and COMSYS Services LLC effective January 1, 2005.

**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. The development of the test plans to test the PeopleSoft CIS software configuration began in July 2003. 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 approved additional appropriation in order to complete the project.

Beginning September 2003, COMSYS Services LLC provided consulting services related to the conversion of the data from the Utility Billing Customer Information System (UCIS) from an ADABAS database to the PeopleSoft Customer Information System (CIS) running off an Oracle database. COMSYS Services LLC has provided consulting services in development of FOCUS software programs to extract data from UCIS and the creation of extract file(s) processes loading from UCIS to CIS.

The principal consultant, Napoleon Gladney continues to provide support in all phases of the Conversion Acceptance Testing, including adjustments or changes necessary to ensure that the City's migration of UCIS to PeopleSoft CIS is implemented successfully, and on time. As a key member of the conversion team, Napoleon Gladney's knowledge and experience in the UCIS and PeopleSoft CIS data conversion is essential to the success of the project. Given Napoleon Gladney's past performance and experience, the CIS Project Team, with the consensus of the Project Management Team, recommends that the City contract with COMSYS Services LLC for Quality Assurance Program services related to the implementation of the new CIS System be extended.

**FINANCIAL CONSIDERATIONS:**

The total costs for this Supplemental Agreement Number 4 is \$62,000. 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:**

COMSYS Services LLC is not a certified ESBD firm. If further services are required for this project, an effort will be made to attempt to identify ESBD firms.

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 DATE OF: \_\_\_\_\_**

**RESOLUTION AUTHORIZING EXECUTION OF A SUPPLEMENTAL  
PROFESSIONAL SERVICES AGREEMENT WITH COMSYS SERVICES LLC FOR QUALITY  
ASSURANCE PROGRAM SERVICES IN AN AMOUNT NOT TO  
EXCEED \$62,000.**

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

The City Manager and City Clerk are hereby authorized to execute a supplemental agreement to extent our Professional Services Agreement with COMSYS Services LLC for consultant services related to the implementation of the new Utility Billing/Customer Information System (CIS) in an amount not to exceed \$62,000

\_\_\_\_\_  
MAYOR

ATTEST:

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

\_\_\_\_\_  
**FOR CITY CLERK USE ONLY**

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

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

**SUPPLEMENTAL AGREEMENT  
DEPARTMENT OF FINANCE**

**Project Title:** CIS Project  
**Date:** January 24, 2005  
**Purchase Order No.:** 4131129377  
**City Agreement Number:** 2003-147  
**Supplemental Agreement No.:** 4

The City of Sacramento ("City") and COMSYS Services LLC ("Consultant"), as parties to that certain Consultant and Professional Services Agreement designated as City Agreement Number 2003-147 including any and all prior addenda and supplemental agreements modifying said agreement (said agreement, addenda and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of services for City Agreement Number 2003-147 will not change. This Supplemental Agreement No. 4 will allow for continued CIS Quality Assurance Program services through May 6, 2005.
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 Consultant's fees and expenses, is increased by \$62,000 and, accordingly, said maximum not to exceed amount is amended as follows:

Agreement's original not to exceed amount:	\$ 92,400
Increase by Supplemental Agreement No. 1:	\$ 24,640
Increase by Supplemental Agreement No. 2:	\$ 73,920
Increase by Supplemental Agreement No. 3:	\$ 36,960
Increase by Supplemental Agreement No. 4:	\$ 62,000
New not to exceed amount:	\$289,920

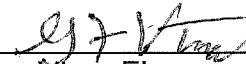
Total hours are not to exceed 40 hours per week without prior approval of City Project Manager.

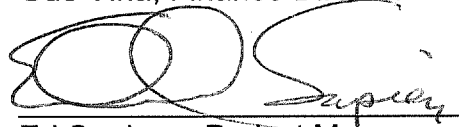
3. Consultant agrees that the amount of increase or decrease in the not to exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Consultant for any and all direct and indirect costs that may be incurred by Consultant 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 Consultant.
4. Consultant warrants and represents that the person(s) executing this supplemental agreement on behalf of Consultant has or have been duly

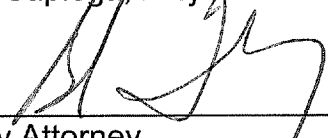
Supplemental Agreement No. 4 to City Agreement No. 2003-147

authorized by Consultant to sign this supplemental agreement and bind Consultant 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 Consultant 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:  Date 1/27/05  
Gus Vina, Finance Director

Project Manager:  Date 1/24/05  
Ed Sapiaga, Project Manager

Approved As To Form By:  Date 1/26/05  
City Attorney

Approved by:

City of Sacramento:  Date 2/1/05  
Robert P. Thomas, City Manager

COMSYS Services LLC:  Date 1-24-05  
Dean Gardner, Regional Manager

Attest:

\_\_\_\_\_  
Date \_\_\_\_\_  
City Clerk

\*When the consultant is a corporation, the following two signatures are required:

- (1) The first signature by either the Chairman of the Board, the President or any Vice President of the Corporation; and
- (2) The second signature by either the Secretary, an Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer of the Corporation.