

**REPORT TO MAYOR AND COUNCIL**

TO THE HONORABLE MAYOR AND COUNCIL:

DATE: November 3, 2015

SUBJECT: EXTEND CURRENT AGREEMENTS BETWEEN THE CITY OF CONCORD AND THEBS CONSULTING, LLC; BOTTS STRATEGIC SOLUTIONS; AND ROBERT HALF INTERNATIONAL, INC TO PROVIDE FOR NETWORK INFRASTRUCTURE SUPPORT AND TECHNICAL STAFFING ON A MONTH-TO-MONTH BASIS, FOR A MAXIMUM OF THREE MONTHS TO FEBRUARY 29, 2016, WHILE A COMPETITIVE REQUEST FOR PROPOSAL PROCESS FOR THESE SERVICES IS COMPLETED (GENERAL FUNDS)

Report in Brief

Staff recommends Council approve the extension of the professional services agreement with Thebs Consulting, LLC, Botts Strategic Solutions and Robert Half International, Inc. on a month-to-month basis for a maximum of three months through February 29, 2016. This is necessary because staff needs additional time to complete the competitive bid process, and it is critical the City maintain support while this process occurs. Staff recommends Council authorize the City Manager to execute the Agreements.

Background/Discussion

The City of Concord has professional services agreements with Thebs Consulting, LLC, Botts Strategic Solutions and Robert Half International, Inc. to provide network and server support. The current agreements expire on November 30, 2015. These agreements were extended on June 23, 2015 to conduct a Request for Qualifications (RFQ) process. Due to the complexity of the process and number of applicants, more time is needed to complete the process. In order to assure that the City is receiving the best value for its investments in outside consulting firms to support the City's network and infrastructure, staff sent out RFQ #2327 on June 29, 2015. Staff received 23 qualified proposals that are currently being evaluated. At the end of the RFQ process, staff will bring the recommended vendor agreements before Council for consideration and approval. To maintain services while this process is completed, an additional month-to-month extension of the existing contracts is required.

**EXTEND CURRENT AGREEMENTS BETWEEN THE CITY OF CONCORD AND
THEBS CONSULTING, LLC; BOTTS STRATEGIC SOLUTIONS; AND ROBERT
HALF INTERNATIONAL, INC TO PROVIDE FOR NETWORK
INFRASTRUCTURE SUPPORT AND TECHNICAL STAFFING ON A MONTH-
TO-MONTH BASIS, FOR A MAXIMUM OF THREE MONTHS TO FEBRUARY 29,
2016, WHILE A COMPETITIVE REQUEST FOR PROPOSAL PROCESS FOR
THESE SERVICES IS COMPLETED (GENERAL FUNDS)**

November 3, 2015

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Fiscal Impact

The extensions to the agreement(s) for Network and Infrastructure Support and Technical Staffing Services are included in the FY 2015-2016 Information Technology budget and 10-year financial forecast based on the existing hourly contract rates and average monthly invoices for the current fiscal year for a not to exceed amount for this extended term as follows:

- Thebs Consulting, LLC - not to exceed \$51,000 (at \$80 per hour)
- Botts Strategic Solutions - not to exceed \$48,000 (at \$80 per hour)
- Robert Half International - not to exceed \$49,000 (at agreed upon hourly rates)

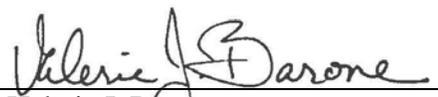
Public Contact

Posting of the Council Agenda as required by law.

Recommendation for Action

Staff recommends the City Council approve a month-to-month extension to the agreements with Thebs Consulting, LLC, Botts Strategic Solutions and Robert Half International, Inc. to continue Network and Infrastructure Support and Technical Staffing Services to the City of Concord, and authorize the City Manager to execute the amendments.

Prepared by: Doug Elloway
Operations Manager
Information Technology
Doug.Elloway@cityofconcord.org



Valerie J. Barone
City Manager
Valerie.Barone@cityofconcord.org

Reviewed by: Jeff Lewis
Director of Information Technology
Jeff.Lewis@cityofconcord.org

- Attachment 1: Amendment Four for Agreement with Thebs Consulting, LLC
- Attachment 2: Amendment Four for Agreement with Botts Strategic Solutions
- Attachment 3: Amendment Four for Agreement with Robert Half International, Inc.

FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

1 This Fourth Amendment to Professional Services Agreement (“Fourth Amendment”) is
2 entered into on this date, November 3, 2015, and amends the Professional Services Agreement
3 (defined below) between the City of Concord (“CITY”) and **Thebs Consulting, LLC., 527**
4 **Crownpointe Circle, Vacaville CA 95687 (“CONSULTANT”).**

5 **WHEREAS**, the CITY and CONSULTANT entered into a Professional Services Agreement
6 dated July 1, 2012 (“Original Agreement”), wherein CONSULTANT agreed to provide Network &
7 Infrastructure Administration.
8

9 **WHEREAS**, under Section 5 “Term” the Original Agreement provides that the term shall be
10 for a period of twelve (12) months, with an option to renew or extend for two (2) additional one (1)
11 year periods.

12 **WHEREAS**, on May 15, 2013, the parties agreed in writing to exercise the first option to
13 renew or extend term for an additional period up to and including June 30, 2014 (“First
14 Amendment”).
15

16 **WHEREAS**, on July 2, 2014, the parties agreed in writing to exercise the second option to
17 renew or extend the term for an additional period up to and including June 30, 2015 (“Second
18 Amendment”).

19 **WHEREAS**, on June 24, 2015, the parties agreed in writing to amend Section 5 of the
20 Original Agreement to extend the term on a month-to-month basis which was set to automatically
21 terminate and expire on November 30, 2015 (“Third Amendment”).
22

23 **WHEREAS**, the Original Agreement, First Amendment, Second Amendment, and Third
24 Amendment are collectively referred to herein as the “Professional Services Agreement.”

25 **WHEREAS**, the CITY is implementing review and selection of the new Network &
26 Infrastructure Administration consultant agreement, and the parties desire to extend the term pending
27 completion of that process.
28

FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

1 This Fourth Amendment to Professional Services Agreement (“Fourth Amendment”) is
2 entered into on this date, November 3, 2015, and amends the Professional Services Agreement
3 (defined below) between the City of Concord (“CITY”) and **Botts Strategic Solutions**, 7405
4 Greenback Lane, Suite 168, Citrus Heights, CA 95610.

5 **WHEREAS**, the CITY and CONSULTANT entered into a Professional Services Agreement
6 dated July 1, 2012 (“Original Agreement”), wherein CONSULTANT agreed to provide Network &
7 Infrastructure Administration.
8

9 **WHEREAS**, under Section 5 “Term” the Original Agreement provides that the term shall be
10 for a period of twelve (12) months, with an option to renew or extended for two (2) additional one (1)
11 year periods.

12 **WHEREAS**, on July 1, 2013, the parties agreed in writing to exercise the first option to renew
13 or extend term for an additional period up to and including June 30, 2014 (“First Amendment”).
14

15 **WHEREAS**, on July 2, 2014, the parties agreed in writing to exercise the second option to
16 renew or extend term for an additional period up to and including June 30, 2015 (“Second
17 Amendment”)

18 **WHEREAS**, on June 24, 2015, the parties agreed in writing to amend Section 5 of the
19 Original Agreement to extend the term on a month-to-month basis which was set to automatically
20 terminate and expire on November 30, 2015 (“Third Amendment”).
21

22 **WHEREAS**, the Original Agreement, First Amendment, Second Amendment, and Third
23 Amendment are collectively referred to herein as the “Professional Services Agreement.”

24 **WHEREAS**, the CITY is implementing review and selection of the new Network & Infrastructure
25 Administration consultant agreement, and the parties desire to extend the term pending completion of
26 that process.
27
28

1 **IN WITNESS WHEREOF**, the parties have executed this Fourth Amendment on the date
2 indicated above.

3
4 Dated: _____, 2015

BOTTS STRATEGIC SOLUTIONS

5
6
7 BY: _____

Garrison Botts, President
Botts Strategic Solutions
7405 Greenback Lane, Suite 168
Citrus Heights CA 95610

8
9
10
11 Dated: _____, 2015

CITY OF CONCORD

12
13 By: _____

Valerie J. Barone
City Manager

14
15 **APPROVED AS TO FORM:**

ATTEST:

16
17 _____
18 City Attorney

City Clerk

19 **FINANCE DIRECTOR'S CERTIFICATION:**

Concord, California

20 Date: _____, 2015

21
22 I HEREBY CERTIFY THAT ADEQUATE FUNDS EXIST OR WILL BE RECEIVED DURING
23 THE CURRENT FISCAL YEAR 2015/2016 TO PAY THE ANTICIPATED EXPENSES TO BE
INCURRED PURSUANT TO THIS CONTRACT.

24 THE SUM OF \$ 48,000.00

25 Account Code 634-2615-1Z01-63800-0500.

26
27 _____
Karan Reid,
Finance Director

FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

1 This Fourth Amendment to Professional Services Agreement (“Fourth Amendment”) is
2 entered into on this date, November 3, 2015, and amends the Professional Services Agreement
3 (defined below) between the City of Concord (“CITY”) and **Robert Half International, Inc.**, located
4 at 1999 Harrison Street, Suite 1100, Oakland, California 94612 (CONSULTANT).

5 **WHEREAS**, the CITY and CONSULTANT entered into a Professional Services Agreement
6 dated June 26, 2012, wherein CONSULTANT agreed to provide Technical Staffing Services.
7

8 **WHEREAS**, under Section 5 “Term” of the Original Agreement provides that the term shall
9 be for a period of twelve (12) months, with an option to renew or extended for two (2) additional one
10 (1) year periods.

11 **WHEREAS**, on June 10, 2013 the parties agreed in writing to exercise the first option to
12 renew or extend term for an additional period up to and including June 30, 2014 (“First
13 Amendment”).
14

15 **WHEREAS**, on July 1, 2014, the parties agreed in writing to exercise the second option to
16 renew or extend term for an additional period up to and including June 30, 2015 (“Second
17 Amendment”).

18 **WHEREAS**, on June 24, 2015, the parties agreed in writing to amend Section 5 of the
19 Original Agreement to extend the term on a month-to-month basis which was set to automatically
20 terminate and expire on November 30, 2015 (“Third Amendment”).
21

22 **WHEREAS**, the Original Agreement, First Amendment, Second Amendment, and Third
23 Amendment are collectively referred to herein as the “Professional Services Agreement.”

24 **WHEREAS**, the CITY is implementing review and selection of the new Network &
25 Infrastructure Administration consultant agreement, and the parties desire to extend the term pending
26 completion of that process.
27
28

1 **IN WITNESS WHEREOF**, the parties have executed this Fourth Amendment on the date
2 indicated above.

3 Dated: _____, 2015

ROBERT HALF INTERNATIONAL, INC.

4
5
6 BY: _____

Randi Weitzman
Regional Manager
1999 Harrison Street, Suite 1100
Oakland, CA 94612

7
8
9 Dated: _____, 2015

CITY OF CONCORD

10
11 By: _____

Valerie J. Barone
City Manager

12
13 APPROVED AS TO FORM:

ATTEST:

14
15 _____
16 City Attorney

City Clerk

17
18 FINANCE DIRECTOR'S CERTIFICATION:

Concord, California

19 Date: _____, 2015

20 I HEREBY CERTIFY THAT ADEQUATE FUNDS EXIST OR WILL BE RECEIVED DURING
21 THE CURRENT FISCAL YEAR 2015/2016 TO PAY THE ANTICIPATED EXPENSES TO BE
22 INCURRED PURSUANT TO THIS CONTRACT.

23 THE SUM OF \$ 49,000.00.

Account Code 634-2615-1Z01-63800-0500 & 634-2605-1Z01-63800-0500.

24
25 _____
26 Karan Reid,
Finance Director