



Office of the City Manager

CONSENT CALENDAR  
May 25, 2021

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Savita Chaudhary, Director, Information Technology  
Subject: Protiviti Government Services: Using General Services Administration (GSA) Vehicle for Professional Services Purchase Orders

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to issue purchase orders with Protiviti Government Services for the purchase of professional services using the General Services Agency’s (GSA) purchasing vehicle no. GS-35F-0280X for an amount not to exceed \$137,000 through June 30, 2022.

FISCAL IMPACTS OF RECOMMENDATION

One-time funding for this project is available in the Department of Information Technology’s Fiscal Year (FY) 2021 and 2022 Cost Allocation Fund allocation as itemized below. Spending for this contract in future fiscal years will be subject to Council approval of the proposed citywide budget and annual appropriation ordinances.

FY 2021: Professional Services  
\$115,000 Budget Code: 680-35-362-376-0000-000-472-612990-  
(IT Cost Allocation, IT Department, Professional Services)

FY 2022: Professional Services  
\$22,000 Budget Code: 680-35-362-376-0000-000-472-612990-  
(IT Cost Allocation, IT Department, Professional Services)

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**\$137,000 Total FY 2021 and FY 2022 Professional Services**

CURRENT SITUATION AND ITS EFFECTS

The City’s Department of Information Technology (DoIT) is currently working on many enterprise projects that impact interactions with our current and new financial systems, as we transition from FUND\$ to Tyler Munis (ERMA). The demand for technology exceeds our current skillset and resource capacity. For successful implementation of these projects, we need expert level skills in multiple areas. Currently, Robert Half consultants are helping us bridge the gap, allowing us to complete these projects on-time and within budget.

Additionally, the City regularly participates in purchasing vehicles, or Master Award Schedules (MAS) negotiated by GSA. GSA negotiates long term contracts for prices on supplies, products, and services with suppliers on behalf of government agencies, including local government, that ensure volume discount pricing.

The City has several key projects that require additional expert knowledge in interfaces, reporting and data transfer between the City's financial systems. One critical project is the migration of Accounts Receivable / General Billing (AR/GB) from FUND\$ to Tyler Munis. Many of the interface requires deep knowledge of multiple systems and integrations, to fit the new requirements for the implementation.

Key efforts to date are as follows: 1) Updating of the finance cash receipts interface file to allow for accurate reporting of revenue when overpayments are received, 2) assistance with design and configuration management for Ad Hoc reports, and 3) on-going support of Business Licensing module for Rental of Real Property and other business licenses configured in Accela.

Ongoing projects are additional reporting for the HR/Payroll project, assistance with completion of refund bridge to send refund data from Accela directly to FUND\$, and working on additional enhancements to the existing online Business License renewals.

It is important for the City to have continuity in these projects and the existing consultant has gained much of the institutional knowledge in the past six months and replacing the consultant would cause delays to the ongoing projects.

#### BACKGROUND

In July 2020, the City engaged with a Robert Half consultant to assist with several of the DoIT enterprise projects. The consultant worked on the ERMA project, developed various interfaces and reports allowing the City to successfully launch the HR/Payroll module by the beginning of 2021. The consultant also completed some of the critical reporting needs for the Finance department like the Business License Delinquent report.

On March 30, 2021, Council approved funding for the project to expand online renewal and application for all the business license types. The projects mentioned require additional consultant expertise to be available throughout the project for successful completion.

#### ENVIRONMENTAL SUSTAINABILITY

Protiviti Government Services staff will conduct their work remotely thus reducing greenhouse gas emissions from travel to and from City facilities.

#### RATIONALE FOR RECOMMENDATION

The City is currently using Protiviti Government Services under multiple GSA vehicles across several departments for specific professional services engagements. Protiviti Government Services works with Robert Half International to immediately source an analyst with the skillset and experience required to work on these projects, and hence a purchase order was then cut to obtain this resource.

Additionally, staff determined that not using Protiviti Government Services for the remainder of FY puts some of the projects in jeopardy of not being completed on time and within budget.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered learning the skills and doing the projects on their own. The other options would be to try to hire new individual consultants with the required skill set. Furthermore, hiring individual consultants would involve additional time and expenses to become familiar with the City's technologies, departments, and controls.

CONTACT PERSON

Savita Chaudhary, Director, Information Technology, 510-981-6541

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

PROTIVITI GOVERNMENT SERVICES: USING GENERAL SERVICES  
ADMINISTRATION (GSA) VEHICLE FOR PROFESSIONAL SERVICES PURCHASE  
ORDERS

WHEREAS, in July 2020, the City engaged a consultant to assist in various Accela and Tyler Munis projects, which the consultant has aptly done so far; and

WHEREAS, Protiviti Government Services has the expertise in operations and implementations of complex projects, and provides well qualified analysts; and

WHEREAS, the City regularly participates in purchasing vehicles, or Master Award Schedules (MAS) negotiated by GSA, who negotiates long term contracts for prices on supplies, products, and services with suppliers on behalf of government agencies, including local government, that ensure volume discount pricing; and

WHEREAS, one time funding for this project is available in the Department of Information Technology's Fiscal Year (FY) 2021 and 2022 Cost allocation Fund allocation, and spending for this contract in future fiscal years will be subject to Council approval of the proposed citywide budget and annual appropriation ordinances.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to issue purchase orders with Protiviti Government Services for the purchase of professional services using the General Services Agency's (GSA) purchasing vehicle no. GS-35F-0280X for an amount not to exceed \$137,000 through June 30, 2022.