



Office of the City Manager

CONSENT CALENDAR
September 20, 2022

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: LaTanya Bellow, Acting 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 \$250,000 through December 31, 2023.

FISCAL IMPACTS OF RECOMMENDATION

One-time funding for this project is available in the Department of Information Technology’s Fiscal Year 2023 Cost Allocation Fund allocation. Spending for this contract in future fiscal years will be subject to Council approval of the proposed citywide budget and annual appropriation ordinances.

\$150,000 FY 2023: Professional Services
Budget Code: 680-35-361-000-0000-000-472-612990-
(IT Cost Allocation, IT Department, Professional Services)

\$100,000 FY 2023: Professional Services
Budget Code: 680-35-362-377-0000-000-472-612990-
(IT Cost Allocation, IT Department, Professional Services)

\$250,000 Total FY 2023 Professional Services

CURRENT SITUATION AND ITS EFFECTS

FUND\$ is the legacy financial system that still serves the City for many modules like Property Tax, Land Management, Accounts Receivables and Cash Receipts, and houses all the historic data for many of the modules.

The City’s Department of Information Technology (DoIT) is currently working on development and support for many of the enterprise projects and systems, as we transition from FUND\$ to other enterprise systems. As we continue the software migration

from FUND\$ to other enterprise systems like Tyler Munis, there is still a need to continue maintaining our Fund\$ system, so that we can keep supporting many of the modules like Property Tax and Accounts Receivables/Cash Receipts which are still in Fund\$. For migrated modules like Payroll, city staff still needs to be able to access the data for auditing and reporting. To maintain the Fund\$ system there is lot of day-to-day maintenance in terms of user requests, as well as regular work in maintenance projects in the area of security and software upgrades.

The City has several under-resourced critical tasks and key projects that require expert knowledge of our existing infrastructure, custom software programs, and business rules. In order to use our existing staff for these projects and tasks we need to be able to supplement the work with external consultants.

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.

BACKGROUND

The City lost two key IT staff (APAlls) that were assisting on multiple projects on the enterprise side since 2020. The City was able to fill one position in 2021. We have not yet been able to fill the other position. Both these positions require knowledge of enterprise systems and have a big learning curve for the new staff to get used to the systems. The City has been using consultants to augment the work on several enterprise projects as well as provide operational support. As we continue looking for permanent replacement as well as staff critical projects, we need specialized consultants for continuity in the projects, work on strategic projects, and to provide day to day operational support.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Protiviti Government Services staff will conduct their work remotely thus reducing greenhouse gas emissions from travel to and from City facilities. Creating efficiencies in City financial services will mean that less paper processes are used, and we save paper.

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 analysts with the skillset and experience required to work on these projects.

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 and puts operational support in jeopardy for some of our key enterprise systems.

ALTERNATIVE ACTIONS CONSIDERED

Hiring additional internal staff to fulfill the needs were considered. However, given the deep technical expertise and knowledge required it would be difficult to hire the appropriate staff and get them trained in a timely manner for the projects.

CONTACT PERSON

LaTanya Bellow, Acting Director, Information Technology, 510-981-7012

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, which 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 is available in the Department of Information Technology's Fiscal Year (FY) 2023 Cost Allocation Fund, 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 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 \$250,000 through December 30, 2023.