



Office of the City Manager

CONSENT CALENDAR  
July 26, 2022

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Michael Sinor, 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 \$350,000 through September 30, 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.

FY 2023: Professional Services  
Budget Code: 680-35-362-376-0000-000-472-612990-  
\$200,000 (IT Cost Allocation, IT Department, Professional Services)  
  
FY 2023: Professional Services  
\$150,000 Budget Code: 503-35-362-376-0000-000-412-612990-  
(FUND\$ Replacement, IT Department, Professional Services)

---

**\$350,000 Total FY 2023 Professional Services**

CURRENT SITUATION AND ITS EFFECTS

The City’s Department of Information Technology (DoIT) is currently working and supporting many of the enterprise projects and systems, as we transition from FUND\$ to other enterprise systems. As we continue the migration from FUND\$ to other enterprise systems, 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 AR/GB which are still in Fund\$. In order to be compliant with IT Security requirements, and vendor support

limitations, City needs to upgrade Fund\$ to be on the current version. For migrated modules like Payroll we still need to be able to access the data for auditing and reporting.

The City has several other key projects that also requires additional expert knowledge in interfaces, reporting and various integrations across enterprise systems.

Key efforts to date are as follows: 1) Creation of Reports/Interfaces for the HR/Payroll projects like Vacancy Reports, and Timecard Reports, 2) design, development and configuration for Accela Reports/Interfaces like Delinquency reports, Overpayments etc. 3) enabled Business License renewal for all license types, 4) Upgrade of key components in FUND\$ to a supported version, and 4) support for the Business License module.

Ongoing projects are enabling online Business License applications for all license types, changing business rules for various applications, automation of delinquent reports, reconciliation of refund transactions, upgrades to the enterprise systems to stay current on maintenance and security, reporting projects, and ongoing Property Tax support.

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.

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 staffs (APAll) that were assisting on multiple projects on the enterprise side since 2020. The City has been able to fill one position in 2021. We have not 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. 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, we need these consultants for continuity in the projects, work on strategic projects, and the ability to provide day to day operational support.

The existing consultants have learned the City's systems and have been helping us with day to day operations, as well as providing expertise in the project management, technical functions, upgrades on various projects.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Protiviti Government Services staffs will conduct their work remotely thus reducing greenhouse gas emissions from travel to and from City facilities. There are no other identifiable environmental effects, climate impacts, or sustainability opportunities associated with this report.

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

Michael Sinor, 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) 2023 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 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 \$350,000 through September 30, 2023.