

## **C-13**

December 10, 2019

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

### RECOMMENDATION:

Adopt a Resolution authorizing the City Manager, or designee, to execute a contract, and any necessary amendments, with Avail Group, Inc., of Carmel, CA, to provide project management support for the implementation of LB COAST, the City's new Enterprise Resource Planning system, in an annual amount not to exceed \$460,000, for a period of one year, with the option to renew for two additional one-year periods.  
(Citywide)

### DISCUSSION

City Council approval is requested to enter into a contract with Avail Group, Inc. (AGI), to provide critical project management services and support for LB COAST, the City of Long Beach's (City) new Enterprise Resource Planning (ERP) system.

In December 2018, critical staffing shortages in the Technology and Innovation Department (TI) made it necessary to engage additional project management support for LB COAST to ensure continuity. AGI has been engaged with the City on the LB COAST project design and management since March 2018 through a subcontract of another City vendor, and have worked closely with the Financial Management, Human Resources, and TI Departments. Given their unique, critical knowledge of the LB COAST project scope and status, the City entered into a contract with AGI on January 13, 2019, pursuant to City purchasing guidelines. The City Council approved an increase to the contract at its meeting on April 23, 2019, but the contract authority has since been exhausted.

The LB COAST Financials phase of the project was successfully implemented in April 2019. In addition to leading the stabilization and optimization of Financials phase, TI is also planning for the implementation of the HR/Payroll and Budget Development phase. The project management support provided by AGI will be important to ensure comprehensive planning for the development and rollout of the HR/Payroll and Budget Development phase of the LB COAST project. Their continued support will reduce project risks, prevent costly delays, and maintain continuity of project management. AGI will assist the City by continuing to provide ERP consulting services and by supporting integrated planning across multiple stakeholder groups and the LB COAST Project Team.

City Charter Section 1807 provides an alternative procurement method by permitting the City to award negotiated contracts for the acquisition of technology and related services, without a competitive bid process if accompanied by a Resolution adopted by the City Council.

This matter was reviewed by Deputy City Attorney Erin Weesner-McKinley on November 19, 2019, and by Purchasing Agent Tara Yeats and Budget Management Officer Rhutu Amin Gharib on November 18, 2019.

TIMING CONSIDERATIONS

City Council action is requested on December 10, 2019, to ensure a contract is in place expeditiously and to maintain adequate project management support.

FISCAL IMPACT

The contract cost with AGI is for an annual amount not to exceed \$460,000. Sufficient budget is appropriated in the General Services Fund Group in the Technology and Innovation Department through the LB COAST project budget. This recommendation has no staffing impact beyond the budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,



LEA D. ERIKSEN  
DIRECTOR OF TECHNOLOGY AND INNOVATION

Attachment: Resolution

APPROVED:



THOMAS B. MODICA  
ACTING CITY MANAGER

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH AVAIL GROUP, INC. WITHOUT ADVERTISING FOR BIDS TO PROVIDE PROJECT MANAGEMENT SUPPORT FOR THE IMPLEMENTATION OF LB COAST IN AN AMOUNT NOT TO EXCEED \$460,000 FOR A PERIOD OF ONE YEAR

WHEREAS, the Charter of the City of Long Beach, Section 1807, permits the City Manager to enter into a contract on behalf of the City, in writing or otherwise, based on competitive proposals instead of sealed bids, for the acquisition of electronic data processing and telecommunication equipment, systems, subsystems and related materials, goods and services, in accordance with procedures and criteria which may be established for such negotiated contracts by the City Council by ordinance; and

WHEREAS, the City requires project management services and support for LB Coast, the City's new Enterprise Resource Planning system; and

WHEREAS, in December 2018, critical staffing shortages in the Technology and Innovation Department made it necessary to engage additional project management support for LB Coast in order to ensure continuity in the project's management; and

WHEREAS, Avail Group, Inc. has been engaged with the City on the LB Coast project design and management since March 2018; and

WHEREAS, Avail Group, Inc. personnel possess unique, critical knowledge of the project scope and status therefore is the most appropriate choice; and

WHEREAS, the project management support provided by Avail group, Inc. will be important to ensure comprehensive planning for the development and rollout of the HR/Payroll and Budget Development phase of the Enterprise Resource Planning

1 system, to reduce project risks and to prevent costly delays, while also maintaining  
2 continuity of management. Avail Group, Inc. will continue to provide Enterprise Resource  
3 Planning system consulting services and will support integrated planning across multiple  
4 stakeholder groups and the LB Coast Project team;

5 NOW, THEREFORE, the City Council of the City of Long Beach resolves as  
6 follows:

7 Section 1. The above recitals are true and correct and are incorporated  
8 herein.

9 Section 2. The City Manager is hereby authorized to enter a contract,  
10 and any amendments thereto, with Avail Group, Inc. to provide project management  
11 support for the implementation of LB Coast in an amount not to exceed Four Hundred  
12 Sixty Thousand Dollars (\$460,000), for a period of one (1) year with the option to renew  
13 for two (2) additional one-year periods at the discretion of the City Manager.

14 Section 3. This resolution shall take effect immediately upon its adoption  
15 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

16 ///

17 ///

18 ///

19 ///

20 ///

21 ///

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2019 by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Clerk

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Long Beach, CA 90802-4664