



Legislation Text

File #: 19-0384, **Version:** 1

Recommendation to authorize City Manager, or designee, to increase Blanket Purchase Orders Nos. BPFM19000035 with Avail Group, Inc., of Carmel, CA, and BPFM19000039 with ACO Associates Inc., of Mission Viejo, CA, for continued project management support for the implementation of LB COAST, the City's new Enterprise Resource Planning (ERP) system, the aggregate purchasing authority by \$485,000, for a total new aggregate amount not to exceed \$685,000. (Citywide)

City Council approval is requested to execute amendments to the Blanket Purchase Orders (BPOs) with Avail Group, Inc., and ACO Associates, Inc., to provide critical project management services and support for the implementation of LB COAST, the City's new ERP system. Providing this project management support is important in mitigating risk for the ERP project and preventing costly delays. This project has been identified by the Mayor and the City Council as high-priority.

In December 2018, critical staffing shortages in the Technology and Innovation Department resulted in the necessary reassignment of the Project Manager to fill another management position. Due to the critical nature of the project, staff requested and received authorization to award contracts to Avail Group, Inc., and ACO Associates, Inc., through the Exception to Policy (ETP) process. The City has been utilizing Avail Group to provide direct project management support to the City's Chief Financial Officer (CFO), who also serves as the Project Sponsor for LB COAST, since January 2019, and ACO has been providing project management support services since February 2019. The allowable amount under the current terms and conditions of the BPOs has been exhausted and is insufficient to continue uninterrupted services. Therefore, additional purchasing authority in an aggregate amount of \$485,000 is requested. The City may need to come back to the City Council to request additional contract authority for later phases of the project.

This matter was reviewed by Deputy City Attorney Amy R. Webber and by Budget Management Officer Rhutu Amin Gharib on April 8, 2019.

City Council action is requested on April 23, 2019, to maintain adequate project management support.

The revised amount of the BPOs will not exceed \$685,000. Sufficient budget is appropriated in the General Services Fund (IS 385) in the Technology and Innovation Department (TI). Amending the BPOs is not expected to require additional staff hours beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

Approve recommendation.

JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

PATRICK H. WEST
CITY MANAGER