



Legislation Text

File #: 19-0385, **Version:** 1

Recommendation to authorize City Manager, or designee, to increase Blanket Purchase Order No. BPFM19000036 with Vasquez and Company, LLP, of Los Angeles, CA, for continued as-needed accounting services, the purchasing authority by \$160,000, for a total amount not to exceed \$260,000, with the option to renew for an additional one-year period. (Citywide)

City Council approval is requested to amend the existing Blanket Purchase Order (BPO) with Vasquez and Company, LLP (Vasquez), of Los Angeles, CA, for continued as-needed accounting services. Financial Management Department Accounting staff are currently dedicated to the implementation of LB COAST, the City's new Enterprise Resource Planning (ERP) system, due to the critical nature of the project. Vasquez is providing critical expert accounting services and will be assisting in the development of the FY 19 State Controller Report and indirect cost plan during FY 19 and FY 20. Providing this support is important in mitigating risk for the City and preventing delays.

Pursuant to the City purchasing guidelines, the City Manager authorized staff issue a BPO to Vasquez in the amount of \$100,000 on January 14, 2019. The City has been utilizing Vasquez to provide as-needed accounting services since then. The authorized amount under the current terms and conditions of the BPO has been exhausted. Approval to increase the purchasing authority of the BPO by \$160,000 will ensure the critical expert accounting services and preparation of the State Controllers Report continues without interruptions.. Depending on the amount of resources required for LB COAST in later phases of the project, staff may return to the City Council to request additional contract authority.

This matter was reviewed by Deputy City Attorney Amy R. Webber, Purchasing and Business Services Manager Sandy Tsang-Palmer, and by Budget Management Officer Rhutu Amin Gharib on April 10, 2019.

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

The revised amount of the BPO will not exceed \$260,000. Sufficient budget is appropriated in the General Services Fund (IS 385) in the Technology and Innovation Department (TI). Amending the BPO 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