



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: May 9, 2017

Subject: Professional Services Agreement Amendment: IT Consulting Services

Prepared by: Andrew Tseng, Interim IT Manager

Reviewed by: Sharif Etman, Administrative Services Director

Approved by: Chris Jordan, City Manager

Attachment(s): None

Initiated by:

Staff

Fiscal Impact:

Up to \$55,000 in FY 2016/17 and \$125,000 in FY 2017/18. Both are budgeted in FY 2016/17 and 2017/18 operating budget.

Environmental Review:

Not applicable.

Policy Question(s) for Council Consideration:

Not applicable.

Summary:

- The consultant from CleanSlate (Xuesong Wang) has been working with the City of Los Altos for more than five years and has in-depth knowledge about the City's IT infrastructure and systems.
- The hourly rate indicated in the original Agreement made and entered into on May 26, 2016, has already been renegotiated.
- Purpose of the Amendment is to continue obtaining IT consulting services from CleanSlate Technology Group.

Staff Recommendation:

Move to authorize the City Manager to execute Amendment No. 1 to the agreement between the City of Los Altos and CleanSlate Technology Group for IT Consulting Services



Subject: Professional Services Agreement Amendment: IT Consulting Services

Purpose

To retain network engineering and architecture expertise for IT technology team through the IT consulting services provided by CleanSlate Technology Group.

Background

The City of Los Altos' IT Division has been acquiring network engineering and architecture support through IT consulting services providers, including CleanSlate Technology Group (formerly named as PreferredPartner, Inc.). In May 2016, the Administrative Services Director and IT Manager renegotiated the monthly rate and entered into an agreement with PreferredPartner. The original agreement expired on December 31, 2016 and an amendment is made to expand the term to June 30, 2018 and adjust the contract value to not to exceed \$180,000. Service provided by CleanSlate has been provided per the terms of the original agreement on a month-to-month basis.

Discussion/Analysis

The IT Division has been engaging CleanSlate for IT consulting services to fulfill the duties of network engineering, architecture support. Due to its expertise and familiarity with the City's IT systems and process, CleanSlate is best suited to keep providing IT consulting services by the assignment of Xuesong Wang as the network engineer.

The City pays \$10,000/month to the consulting company for three days per week on a monthly basis. The term of the original agreement ended December 31, 2016 and the compensation is limited to \$70,000. An amendment is needed to continue receiving the consulting services for network engineering and support from CleanSlate. The new expiration date is June 30, 2018 with the option of additional three years if needed. The total compensation is also changed to not to exceed \$180,000.

Options

- 1) Authorize the City Manager to approve the amendment to the agreement for IT consulting services

Advantages: Retain network engineering expertise within IT team

Disadvantages: None identified

- 2) Direct staff to search for another IT consulting services provider

Advantages: Potential to lower the pay rate

Disadvantages: Unlikely to keep the same consultant who has extensive knowledge about Los Altos' IT network and infrastructure

Recommendation

The staff recommends Option 1.