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Title: Approve a Third Amendment to the Consultant Services Agreement with SDI Presence LLC., to extend the completion date to December 31, 2020, for a previously approved contract in the amount not to exceed \$130,000.

Sponsors: Information Services Department

Indexes:

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Attachments: 1. SDI Consultant Services Agreement_EXECUTED, 2. SDI 1st Amendment ERP RFP_EXECUTED, 3. SDI 2nd Amendment_EXECUTED, 4. SDI 3rd Amendment_SIGNED

Date	Ver.	Action By	Action	Result
8/20/2020	1	City Council	approved	

REPORT TO THE CITY COUNCIL

August 20, 2020

FROM: BRYON HORN, Chief Information Officer
Information Services Department

BY: DENNIS JONES, Systems & Applications Manager
Information Services Department

SUBJECT

Approve a Third Amendment to the Consultant Services Agreement with SDI Presence LLC., to extend the completion date to December 31, 2020, for a previously approved contract in the amount not to exceed \$130,000.

RECOMMENDATION

Staff recommends Council approve the Third Amendment to the Consultant Services Agreement with SDI Presence LLC., (SDI) to extend the completion date to December 31, 2020 and authorize the Chief Information Officer or designee to execute the Third Amendment. This Amendment does not increase the contract amount, it is only an extension of time.

EXECUTIVE SUMMARY

On May 18, 2018, the City entered into a Consultant Services Agreement (Agreement) with SDI in an

amount not to exceed \$130,000 for assistance in assessing and creating an RFP to upgrade or replace its PeopleSoft Financial and HRMS software systems.

Having completed the competitive bid process as of July 2, 2019, City and SDI began the process of reviewing and evaluating the responses. Due to the number and complexity of the responses received, the evaluation and review process was extended to ensure a proper solution could be chosen. The contract was increased by \$10,000 and the term of the Agreement extended to September 1, 2020, to allow for a thorough and comprehensive evaluation and selection process.

Since this is a very crucial selection for the City, the team has taken extra time to ensure that the solution that is chosen meets the City's needs. Being a complex project and due to the recent COVID-19 outbreak, ISD is requesting to extend the contract with SDI to December 31, 2020. We anticipate making a selection and presenting to Council in the fall.

BACKGROUND

On December 29, 2017, the City of Fresno released RFP Bid File 3595 for Consulting Services for Solicitation of an Enterprise Resource Planning System to assist the City in preparation of an RFP for the potential upgrade or replacement of the PeopleSoft software system. From the committee's evaluation, vendor proposals, references, and outside feedback, SDI Presence LLC., was chosen unanimously and City and SDI entered into a Consultant Services Agreement on May 18, 2018, in an amount not to exceed \$130,000 and a termination date of May 1, 2019.

Due to SDI's inability to start the project until October 2018, City and SDI entered into the First Amendment to Agreement on April 1, 2019, extending the term of the Agreement to November 1, 2019. On May 8, 2019, RFP Bid File 3650 was released and was open for response until July 2, 2019. City received 14 proposal responses, much more than was originally anticipated, and this response created the need to extend the review process as well as for additional funds to cover the cost of the review. It was determined that this process would not be completed by the term date of November 1, 2019. On October 11, 2019, City and SDI entered into the Second Amendment to Agreement for an additional \$10,000 and an extension of the term to September 1, 2020. Due to the COVID-19 pandemic, City and SDI request to enter into a Third Amendment to Agreement to extend the termination date to December 31, 2020.

The City Attorney's Office has reviewed and approved as to form the proposed Third Amendment.

ENVIRONMENTAL FINDING

The approval of this agreement is not a project as defined by the California Environmental Quality Act.

LOCAL PREFERENCE

Local preference does not apply because this is an amendment to an existing agreement.

FISCAL IMPACT

The amendment will have no impact to the General Fund.

Attachments:

Consultant Services Agreement

First Amendment to the Consultant Services Agreement

Second Amendment to the Consultant Services Agreement

Third Amendment to the Consultant Services Agreement