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**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

1. Agenda Item Number:

**35**

2. Council Meeting Date:

June 13, 2013

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** May 21, 2013

**THROUGH: CITY MANAGER**

**4. Requesting Department:** City Manager

**5. SUBJECT:** Information Technology Consulting and Temporary Contract Staffing

**6. RECOMMENDATION:** Recommend approval of the utilization of State contract #ADSP12-031581 for Information Technology consulting and staffing services with Guidesoft, Inc. dba Knowledge Services in an amount not to exceed \$319,965.

**7. HISTORICAL BACKGROUND/DISCUSSION:** Information Technology has historically hired temporary employees to assist in special projects or backfill vacant positions by utilizing competitively bid temporary staffing agreements. These temporary employees have specialized skills in specific technical areas which complement Information Technology staff and are intended to work on a temporary basis for a specific assignment. The Information Technology field is becoming increasingly more competitive for specialized resources; assistance is needed to find qualified resources in a timely manner.

The State has contracted with Knowledge Services to provide contract technical support resources. Knowledge Services is a "consolidator" of contract resource providers. They represent a wide range of contract staffing firms. The City provides the requirements, Knowledge Services poll their providers for resources, and the City interviews the resources and makes a selection. The City then enters into an agreement with Knowledge Services to provide the necessary resource from the most qualified resource provider. The Information Technology Division has an immediate need for the following consulting services:  
Enterprise Service Bus Interface Developer: This resource will develop new technology system interfaces for the new Utility Billing and Electronic Payment Processing Portal systems that are currently being implemented. Total cost is \$159,965 for 1,391 hours at \$115/hour.

Electronic Document Management Storage (EDMS) Analyst: This resource will provide interim support of the City's numerous EDMS applications. This resource is needed to backfill for an employee who recently left the City. Total cost is \$80,000 for 1,000 hours at \$80/hour.

ITOC Project Manager: This resource will provide assistance managing multiple ITOC prioritized projects. There are numerous major ITOC projects being worked on simultaneously. This resource will help ensure these projects will continue to be delivered on time and on schedule. Total cost is \$80,000 for 1,000 hours at \$80/hour.

**8. EVALUATION PROCESS:** The State of Arizona issued a competitive Request for Proposals (RFP) for a Managed Services Provider (MSP) capable of providing sourcing, assignment and management for all assignments in the IT staffing and consulting industry, regardless of personnel class or project duration. The State awarded a contract to Knowledge Services in December 2012.

**9. FINANCIAL IMPLICATIONS:** Funds for temporary contract employees will be from various funds, cost centers and projects, charged to professional contract services fund accounts (5219).

**10. PROPOSED MOTION:** Move to approve the utilization of State contract # ADSP12-031581 for Information Technology consulting and staffing services with Knowledge Services in an amount not to exceed \$319,965.

**APPROVALS**

**11. Requesting Department**

*Rachelle Faherty*  
Rachelle Faherty, IT Applications Support Manager

**12. Department Head**

*Steven Philbrick*  
Steven Philbrick, Chief Information Officer

**13. Procurement Officer**

*Carolee Stees*  
Carolee Stees, CPPB

**14. City Manager**

*Rich Dlugas*  
Rich Dlugas