

June 19, 2017

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of Amendment 1 to a Technical Services Agreement with Interloc Solutions for staffing that increases the contract amount by up to \$200,000, plus all applicable taxes.

### **FISCAL IMPACT**

This action authorizes the City Manager, or his designee, to amend the City's current agreement with Interloc Solutions Inc. to increase the contract amount by an additional \$200,000 plus all applicable taxes.

As additional background, the original Technical Services agreement with Interloc and amendment #1350083 was authorized by Council for a "not to exceed" amount of \$200,000. Due to this contract expiring (02/28/17) before a date extension could be processed, the City needed to enter into a new agreement #1750115 for the same ongoing services in an amount of \$73,869.29 (the balance remaining under the previously authorized \$200,000). This Amendment authorizes an additional \$200,000, plus all applicable taxes, in order to complete some additional projects, brings the total under both contracts to \$400,000, plus all applicable taxes.

This amendment will be funded through the IT department operating budget.

### **STAFF CONTACTS**

Bonnie Grant, IT Manager, 452-4065

Sabra Schneider, Interim Chief Operations Officer, 452-4890

*Information Technology Department (ITD)*

### **POLICY CONSIDERATION**

City Financial policies:

Bellevue City Code 4.28.030: The City's procurement policy, updated January 1, 2015, supports open, fair and transparent procurement of services in accordance with the City Code and state law. Due to the amount of this contract, Council approval is required.

### **BACKGROUND**

ITD leverages consulting resources as an efficient and effective way to obtain specialized technical expertise and as a way to provide short-term staffing for projects where additional resources are required. Through a competitive RFP process in January 2013, we selected Interloc Solutions to provide a variety of technical services in support of the City's Enterprise Asset Management system, Maximo.

Based upon proven performance, we want to leverage this vendor to provide specialized technical resources to perform a Maximo upgrade and custom Maximo development. With the recent addition of a Maximo mobile component in support of Utilities Field Mobility, this

upgrade is more complex than previous upgrades.

The specialized skills, expertise and resources we intend to leverage include:

**Maximo Technical Developers:** These resources will build the new Maximo environment, port our customizations and reports, conduct testing and resolve any issues. We will also leverage Interloc developers to enhance integrations between Maximo and JDE in support of improved internal controls.

**Systems Performance Engineers:** Specialized tools and skills are required to verify the system performance of the upgraded Maximo system. Consulting resources are the most cost effective way to perform this work as it is only required once every 2-3 years.

**Project Management:** The project manager will apply best practices and leverage expertise gained through upgrades for other customers. In addition, the Interloc project manager will oversee the resources performing the application upgrade and development including the system performance testing.

Within the scope of this amendment, IT will contract for specialized Maximo-related technical skills and expertise that would not be feasible to develop and maintain in-house.

### **EFFECTIVE DATE**

If approved, this Resolution becomes effective immediately upon Council adoption.

### **OPTIONS**

1. Adopt the Resolution authorizing execution of Amendment 1 to a Technical Services Agreement with Interloc Solutions for staffing that increases the contract amount by up to \$200,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

### **RECOMMENDATION**

Option 1

### **MOTION**

Move to adopt Resolution No. 9280 authorizing execution of Amendment 1 to a Technical Services Agreement with Interloc Solutions for staffing that increases the contract amount by up to \$200,000, plus all applicable taxes.

### **ATTACHMENTS**

Proposed Resolution No. 9280

### **AVAILABLE IN COUNCIL OFFICE**

- A. Technical Services Agreement with Interloc Solutions
- B. Amendment 1 Technical Services Agreement with Interloc Solutions