



City Council Staff Report

Subject: Amendment No. 6 to the Contract for IT Services with Network Design Associates, Inc.

Date: January 23, 2024

Submitted By: Brian Graves, IT Manager

Department: Administrative Services - IT

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving Amendment No. 6 to the Contract for Services with Network Design Associates, Inc. (NDA) and Authorizing the City Manager to Execute Amendment No. 6.

Background:

In 2020, the City Council adopted Resolution No. 2020-151 entering into an agreement with Network Design Associates, Inc. (NDA) for Information Technology (IT) supplemental staffing services, specifically for various short-term projects. Subsequently, the City Council approved five amendments, modifying the scope of services, costs, and contract term. These amendments increased the total contract amount to \$445,000 and extended the contract term until June 30, 2024.

Despite robust efforts, the City has encountered challenges in recruiting qualified candidates for vacant positions due to challenging market conditions. At the same time, the City continues to have a high volume of IT projects. In light of this, staff recommends the approval of Amendment No. 6, seeking an increase in the contract amount by \$75,000, resulting in a new total not-to-exceed amount of \$520,000. Additionally, this amendment proposes an extension of the contract term until December 31, 2024.

Amendment No. 6 is crucial as it allows for an extended recruitment period, ensuring a more comprehensive search for suitable candidates. NDA, with its outstanding track record and extensive knowledge of the City's technology systems, remains the most advantageous vendor for providing critical services. The approval of this amendment enables the City to retain NDA for supplemental IT services until December 31, 2024, facilitating expanded application management services until IT analyst positions are filled and staff can be adequately trained.

Approval of Amendment No. 6 will allow for for the IT Division to continue essential projects

and critical maintenance tasks. These tasks include the installation, administration, and maintenance of multiple networks and systems, encompassing firewalls, security systems, email systems, virtual server and virtual network infrastructure, physical server and storage systems, SQL Server administration, data integrations, and support for enterprise and business software applications.

It should be noted that, due to the fact that it has been more than four years since the City issued a Request for Proposals (RFP) for IT support services, staff will soon initiate a new RFP process. Given that this process may take three to five months to complete, the extension provided by Amendment No. 6 allows for the necessary time and resources to prepare and complete the RFP in accordance with the Rocklin Municipal Code. This extension ensures a smooth transition and business continuity.

Fiscal Impact:

Sufficient funds are available in the Fiscal Year (FY) 2023/24 Annual Budget in the General Fund (100) and Technology Fee Fund (130) to cover the cost of the proposed contract amendment. Funding for FY 2024/25 will be requested during the annual budget process for City Council approval.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution - Exhibit A](#)