



AGENDA REPORT

Information Technology

DATE:	October 18, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Nickie Mastay, Deputy City Manager Sue Hartman, Director of information Technology
SUBJECT:	Proposed Resolution to Add Government Finance Officers Association (GFOA) to Standing Orders and Outline Agreements for Technology Related Goods and Services.
FINANCIAL IMPACT:	There is no fiscal impact resulting from adoption of this resolution. The proposed standing orders/outline agreements are not a commitment to spend. Only preapproved adopted budget dollars can be used with these certified vendors.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE ISSUE:	City staff is requesting City Council approval to add Government Finance Officers Association (GFOA) to the approved list of standing orders/outline agreements for technology related goods and services in an amount not to exceed \$50,000 per year for fiscal years 2022-2023 through 2023-2024.
RECOMMENDED ACTION:	ADOPT a resolution adding Government Finance Officers Association (GFOA) to the approved list of standing orders/outline agreements for technology related goods and services, in an amount not to exceed \$50,000 per year, for Fiscal Years 2022-2023 through 2023-2024 – Information Technology Department (Nickie Mastay/Sue Hartman 510-620-6874).

DISCUSSION:

The City of Richmond software systems are aging and require a needs assessment to prepare for a state-of-the-art replacement. The City's planned software upgrades are complex and require many resources from multiple departments to perform extensive research in preparation to successfully test and train for these software application changes.

Government Finance Officers Association (GFOA) is an expert long-term City of Richmond vendor that can provide these services for many departments City-wide including needs assessments, future software planning, integration planning, while utilizing piggy backable agreements. GFOA provides a detailed approach to technology procurement projects. In addition to developing an Request for Proposals (RFP) that takes into account key risk areas in the market today, GFOA focuses on business process improvement, policy development, system/vendor selection, organizational readiness, and best practice implementation that emphasizes accountability for results.

The Richmond Municipal Code Section 2.52.330, Piggyback Procurement, allows the City to use piggyback solicitations that are in the best interest of the City of Richmond. IT Department staff is recommending a standing order/outline agreement with GFOA utilizing the piggyback contract obtained by competitive bid process, prepared, and awarded by Butte County.

Utilizing this standing order/outline agreement, piggyback process is an effective way for the City to reduce costs and respond more quickly to department service needs. Establishing an upper spending limit for these standing orders/outline agreements prevents over expenditure by combined city-wide departmental usage. With these control mechanisms in place, the City can continue to receive optimum technology related goods and services at the lowest cost utilizing a pool of pre-approved vendors.

IT Department staff is requesting City Council approval to add GFOA to the approved list of standing orders/outline agreements for technology related goods and services. GFOA has provided a piggyback agreement from Butte County. The Finance Director acting as the Purchasing Manager has approved this process.

DOCUMENTS ATTACHED:

- Attachment 1 – Resolution
- Attachment 2 – Piggyback Butte County
- Attachment 3 – Piggyback Procurement Policy