



# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
[www. CityofSacramento.org](http://www.CityofSacramento.org)

Consent Report  
**June 5, 2008**

**Honorable Mayor and  
 Members of the City Council**

**Title:** Supplemental Agreement: Quality Assurance Consulting Services for the electronic Citywide Accounting and Personnel System (eCAPS) Project (A07000600)

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution** authorizing the City Manager to execute Supplemental Agreement No. 3 to City Agreement No. 2006-1397 with Pacific Consulting Group, Inc. for an amount not to exceed \$11,490.

**Contact:** Stephen R. Ferguson, Chief Information Officer, 808-8600

**Presenters:** None

**Department:** Information Technology

**Division:** Administration

**Department ID:** 07001011

### **Description/Analysis**

**Issue:** The City of Sacramento initiated an Enterprise Resource Planning (ERP) Project, now officially known as eCAPS, which resulted in the acquisition and implementation of a software system to replace the legacy city-wide systems for Financial and Human Resources/Payroll administration. Due to the scope, magnitude of investment, and critical importance of the eCAPS Project, the City entered into a professional services agreement with Pacific Consulting Group, Inc., to provide Quality Assurance (QA) consulting services to independently monitor and track the implementation progress of the eCAPS project (Reso 2006-901).

Due to a three month extension for the "go-live" date for the HR/Payroll section of the eCAPS Project until September 30, 2008, staff requests that City Council approve Supplemental Agreement No. 3 to allow for continued QA consulting services during the delay.

**Policy Considerations:** Pursuant to Sacramento City Code section 3.64.040, agreements originally executed for two hundred fifty thousand dollars (\$250,000.00) or more, but less than one million dollars (\$1,000,000.00), the City

Manager shall have the authority to issue supplemental agreements, provided that the sum of all such supplemental agreements for any single agreement shall not exceed ten (10) percent of the original agreement price. The proposed supplemental agreement raises the total contract amount above the 10% limit; therefore Council approval is required.

This recommendation is also in accordance with the FY-2007/08 Proposed Budget Document's Strategic Planning Process. In particular, this recommendation is consistent with the Sustainable Budget Concept that includes the following areas:

- Use one-time resources strategically
- Continuous evaluation for efficiencies and effectiveness
- Identify return on investment and impacts; fiscal and social benefits

**Environmental Considerations:** None

**Rational for Recommendation:** The delay in implementing the HR/Payroll section of the project until September 30, 2008 will necessitate a corresponding extension of the contract for additional QA consulting services by Pacific Consulting Group, Inc.

**Financial Considerations:**

The supplemental agreement for QA consulting services by Pacific Consulting Group, Inc. is for a not to exceed amount of \$11,490. There is sufficient funding for this amount in the eCAPS Capital Improvement Program (CIP) budget (A0700600).

**Emerging Small Business Development (ESBD):** N/A.

Respectfully Submitted by: Ignacio Estevez, Program Manager

Approved by: Stephen R. Ferguson  
Stephen R. Ferguson  
Chief Information Officer

Recommendation Approved:

Ray Kerridge  
Ray Kerridge  
City Manager

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## **Attachment 1**

### **Background**

On December 12, 2006, City Council approved a Professional Services Agreement with Pacific Group Consulting (PCG) for quality assurance (QA) consulting services for the eCAPS project for an amount not to exceed \$353,208 (Reso 2006-901).

On July 6, 2007, the eCAPS Steering Committee approved Supplemental Agreement No. 1 for an amount not to exceed \$28,108 for additional services provided by consultant.

On March 13, 2008, the eCAPS Steering Committee approved Supplemental Agreement No. 2 extending the term of the agreement to accommodate the schedule change and modified the scope of work to accommodate the necessary QA services during the extension at no additional cost.

Due to the project delay until September 30, 2008, staff requests that City Council approve Supplemental Agreement No. 3 for an amount not to exceed \$11,490. City Council is required to approve any sum total of all supplemental agreements that exceed 10% of the original agreement amount.

**Attachment 2**

**RESOLUTION NO.**

Adopted by the Sacramento City Council

**EXECUTE SUPPLEMENTAL AGREEMENT NO. 3 FOR QUALITY ASSURANCE  
CONSULTING SERVICES FOR THE ECAPS PROJECT (A07000600)**

**BACKGROUND**

- A. On December 12, 2006, City Council approved a Professional Services Agreement with Pacific Consulting Group (PCG) for Quality Assurance (QA) Consulting Services for the eCAPS project for an amount not to exceed \$353,208 (Reso 2006-901).
- B. On July 6, 2007, Supplemental Agreement No. 1 was executed increasing the contract amount by \$28,108 for additional QA consulting services.
- C. On March 13, 2008, Supplemental Agreement No. 2 was executed extending the term of the contract to May 30, 2008 and modified the scope of work at no additional cost to the project.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

- Section 1. The City Manager or designee is hereby authorized to execute Supplemental Agreement No. 3 to City Agreement No. 2006-1397 with Pacific Consulting Group, Inc. to provide quality assurance consulting services for the eCAPS project for an amount not to exceed \$11,490.