PROJECT NAME. GIS Strategic Plan
DEPARTMENT: Information Technology
DIVISION. Applications

CITY OF SACRAMENTO

CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made at Sacramento, California, as of _____, by and between the **CITY OF SACRAMENTO,** a municipal corporation ("CITY"), and

PSOMAS
1700 Iowa Avenue, Suite 160
Riverside, California 92507
Phone (951) 787-8421 Fax (951) 682-3379

("CONSULTANT"), who agree as follows.

1 **Services.** Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to CITY the services described in Exhibit A CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit A CONSULTANT shall not be compensated for services outside the scope of Exhibit A unless prior to the commencement of such services. (a) CONSULTANT notifies CITY and CITY agrees that such services are outside the scope of Exhibit A, (b) CONSULTANT estimates the additional compensation required for these additional services, and (c) CITY, after notice, approves in writing a Supplemental Agreement specifying the additional services and amount of compensation therefor CITY shall have no obligations whatsoever under this Agreement and/or any Supplemental Agreement, unless and until this Agreement or any Supplemental Agreement is approved by the Sacramento City Manager or the City Manager's authorized designee, or by the Sacramento City Council, as required by the Sacramento Municipal Code

2 **Payment.** CITY shall pay CONSULTANT for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit B The payments specified in Exhibit B shall be the only payments to be made to CONSULTANT for the services rendered pursuant to this Agreement unless pursuant to Section 1, above, CITY approves additional compensation for additional services CONSULTANT shall submit all billings for said services to CITY in the manner specified in Exhibit B, or, if not specified in Exhibit B, according to the usual and customary procedures and practices that CONSULTANT uses for billing clients similar to CITY

3 **Facilities and Equipment.** Except as set forth in Exhibit C, CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing services pursuant to this Agreement CITY shall furnish to CONSULTANT only the facilities and equipment listed in Exhibit C according to any terms and conditions set forth in Exhibit C

4 **General Provisions.** The General Provisions set forth in Exhibit D, that include indemnity and insurance requirements, are part of this Agreement In the event of any conflict between the General Provisions and any terms or conditions of any document prepared or provided by CONSULTANT and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the General Provisions shall control over said terms or conditions

5. **Non-Discrimination in Employee Benefits.** This Agreement is subject to the provisions of Sacramento Municipal Code Chapter 3.54, Non-Discrimination in Employee Benefits by City Contractors. The requirements of Sacramento Municipal Code Chapter 3 54 are summarized in Exhibit E CONSULTANT is required to sign the attached Declaration of Compliance (Equal Benefits Ordinance), to assure compliance with these requirements.

6. **Authority.** The person signing this Agreement for CONSULTANT hereby represents and warrants that he/she is fully authorized to sign this Agreement on behalf of CONSULTANT and to bind CONSULTANT to the performance of its obligations hereunder.

7. **Exhibits.** All exhibits referred to herein are attached hereto and are by this reference incorporated as if set forth fully herein.

Executed as of the day and year first above stated

CITY OF SACRAMENTO
A Municipal Corporation

By:_____
Ray Kerridge, City Manager

Department Signature:

_____
Stephen R. Ferguson, Chief Information Officer

APPROVED TO AS FORM:

Janet M San Pedro
for Robert D. Tokunaga, Deputy City Attorney

ATTEST:

_____
Shirley Concolino, City Clerk

Attachments

Exhibit A - Scope of Service
Exhibit B - Fee Schedule/Manner of Payment
Exhibit C - Facilities/Equipment Provided
Exhibit D - General Provisions
Exhibit E - Non-Discrimination in Employee Benefits

CONSULTANT:

PSOMAS
NAME OF FIRM

95-2863554
Federal I.D. No.

01732767
State I.D. No.

103000
City of Sacramento Business Op. Tax Cert. No.

TYPE OF BUSINESS ENTITY *(check one)*:

____ Individual/Sole Proprietor
____ Partnership
_x_ Corporation *(may require 2 signatures)*
____ Limited Liability Company
____ Other (*please specify*: _____)

Craig H. Gooch
Signature of Authorized Person

Craig H. Gooch, Vice President
Print Name and Title

_____
Additional Signature *(if required)*

_____
Print Name and Title

DECLARATION OF COMPLIANCE
Equal Benefits Ordinance

Name of Consultant: PSOMAS

Address: 1700 Iowa Ave, Suite 160, Riverside, CA 92507

The above named Consultant ("Consultant") hereby declares and agrees as follows:

1 Consultant has read and understands the Requirements of the Non-Discrimination In Employee Benefits Code (the "Requirements") attached hereto as Exhibit E

2 As a condition of receiving this Agreement, Consultant agrees to fully comply with the Requirements, as well as any additional requirements that may be specified in the City of Sacramento's Non-Discrimination In Employee Benefits Code codified at Chapter 3 54 of the Sacramento Municipal Code (the AOrdinance@)

3. Consultant understands, to the extent that such benefits are not preempted or prohibited by federal or state law, employee benefits covered by the Ordinance are any of the following:

a. Bereavement Leave
b. Disability, life, and other types of insurance
c Family medical leave
d Health benefits
e. Membership or membership discounts
f Moving expenses
g. Pension and retirement benefits
h Vacation
i. Travel benefits
j Any other benefit offered to employees

Consultant agrees that if Consultant offers any of the above-listed employee benefits, Consultant will offer those benefits, without discrimination between employees with spouses and employees with domestic partners, and without discrimination between the spouses and domestic partners of such employees

4 Consultant understands that Consultant will not be considered to be discriminating in the provision or application of employee benefits under the following conditions or circumstances:

a. If the actual cost of providing a benefit to a domestic partner or spouse exceeds the cost of providing the same benefit to a spouse or domestic partner of an employee, Consultant will not be required to provide the benefit, nor shall it be deemed discriminatory, if Consultant requires the employee to pay the monetary difference in order to provide the benefit to the domestic partner or to the spouse.

b If Consultant is unable to provide a certain benefit, despite taking reasonable measures to do so, if Consultant provides the employee with a cash equivalent Consultant will not be deemed to be discriminating in the application of that benefit

c If Consultant provides employee benefits neither to employee's spouses nor to employee's domestic partners.

d If Consultant provides employee benefits to employees on a basis unrelated to marital or domestic partner status.

e. If Consultant submits written evidence of making reasonable efforts to end discrimination in employee benefits by implementing policies that will be enacted before the first effective date after the first open enrollment process following the date this Agreement is executed by the City of Sacramento ("City") Consultant understands that any delay in the implementation of such policies may not exceed one (1) year from the date this Agreement is executed by the City, and applies only to those employee benefits for which an open enrollment process is applicable

f Until administrative steps can be taken to incorporate nondiscrimination in employee benefits The time allotted for these administrative steps will apply only to those employee benefits for which administrative steps are necessary and may not exceed three (3) months from the date this Agreement is executed by the City

g Until the expiration of a current collective bargaining agreement(s) if employee benefits are governed by such collective bargaining agreement(s)

h Consultant takes all reasonable measures to end discrimination in employee benefits by either requesting that the union(s) involved agree to reopen the agreement(s) in order for Consultant to take whatever steps are necessary to end discrimination in employee benefits or by ending discrimination in employee benefits without reopening the collective bargaining agreement(s)

i. In the event Consultant cannot end discrimination in employee benefits despite taking all reasonable measures to do so, Consultant provides a cash equivalent to eligible employees for whom employee benefits are not available Unless otherwise authorized in writing by the City Manager, Consultant understands this cash equivalent must begin at the time the union(s) refuse to allow the collective bargaining agreement(s) to be reopened or not longer than three (3) months after the date this Agreement is executed by the City

5 Consultant understands that failure to comply with the provisions of Section 4(a) through 4(i), above, will subject Consultant to possible suspension and/or termination of this Agreement for cause; repayment of any or all of the Agreement amount disbursed by the City; debarment for future agreements until all penalties and restitution have been paid in full and/or for up to two (2) years; and/or the imposition of a penalty, payable to the City, in the sum of $50 00 for each employee, for each calendar day during which the employee was discriminated against in violation of the provisions of the Ordinance

6 Consultant understands and agrees to provide notice to each current employee and, within ten (10) days of hire, to each new employee, of their rights under the Ordinance Consultant further agrees to maintain a copy of each such letter provided, in an appropriate file for inspection by authorized representatives of the City Consultant also agrees to prominently display a poster informing each employee of these rights

7 Consultant understands that Consultant has the right to request a waiver of, or exemption from, the provisions of the Ordinance by submitting a written request to the City's Procurement Services Division prior to Agreement award, which request shall identify the provision(s) of the Ordinance authorizing such waiver or exemption and the factual basis for such waiver or exemption The City shall determine in its sole discretion whether to approve any such request

8 Consultant agrees to defend, indemnify and hold harmless, the City, its officers and employees, against any claims, actions, damages, costs (including reasonable attorney fees), or other liabilities of any kind arising from any violation of the Requirements or of the Ordinance by Consultant

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that he or she is authorized to bind the Consultant to the provisions of this Declaration

Craig H. Gooch

Signature of Authorized Representative

6-22-06

Date

Craig H. Gooch

Print Name

Vice President

Title

EXHIBIT A

CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

SCOPE OF SERVICES

1. **Representatives.**

The CITY Representative for this Agreement is:

Maria MacGunigal, IT Supervisor
1000 I Street, Suite 170
Sacramento, California 95814
Phone (916) 808-7998 Fax (916) 808-7979
mmacgunical@cityofsacramento.org

All CONSULTANT questions pertaining to this Agreement shall be referred to the CITY Representative or the Representative's designee.

The CONSULTANT Representative for this Agreement is:

Craig Gooch, Principal
PSOMAS
1700 Iowa Avenue, Suite 160
Riverside, California 92507
Phone (951) 787-8421 Fax (951) 682-3379
cgooch@psomas.com

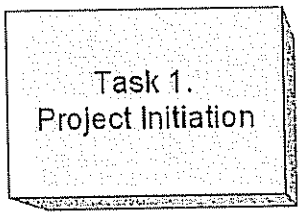
All CITY questions pertaining to this Agreement shall be referred to the CONSULTANT Representative. All correspondence to CONSULTANT shall be addressed to the address set forth on page one of this Agreement. Unless otherwise provided in this Agreement, all correspondence to the CITY shall be addressed to the CITY Representative.

2. **Professional Liability Insurance.** Professional Liability (Errors and Omissions) insurance is required for this Agreement. (See Exhibit D, Section 11, for complete insurance requirements.)

3. **Scope of Services.** The services provided shall be as set forth in Attachment 1 to Exhibit A, attached hereto and incorporated herein.

4. **Time of Performance.** The services described herein shall be provided during the period, or in accordance with the schedule, set forth in the scope of services in Attachment 1 to Exhibit A.

Statement of Work



- Organize project team
- Finalize detailed plan
- Prepare final resource survey
- Conduct orientation workshops

Final Project Plan
Resource Survey
Orientation Workshops Presentation

Task 1. Project Initiation

Objective

Project initiation establishes an operating structure for the combined project team of the city and Psomas. A final task plan is prepared that provides a detailed task definition, schedule, roles and responsibilities, and deliverables. The physical working environment is set up and project management procedures approved.

Approach

The project initiation will involve close coordination between the city and Psomas project team to work through the details of the project and clarify working relationships and objectives. Workshops will be held with city stakeholders at the conclusion of this task to prepare the city for the upcoming project activities.

Subtasks

Kickoff Meeting – Psomas will conduct a one day kickoff meeting with the city project team to review and discuss the scope of work, define roles and responsibilities of project team members, establish expectations for communication and coordination, agree to project management tracking and reporting approach and define issues and challenges for the project. The lead consultants and project manager from Psomas will participate.

Project Charter – Psomas will prepare a project charter outlining the project objectives, key thrusts, milestones, deliverables, roles and responsibilities, communication plan, schedule, and scope boundaries. The project charter provides a document representing common understanding of objectives and approach to the project that can aid in guiding the project through its lifecycle. Psomas will prepare a draft document based on the kickoff meeting and finalize the charter incorporating city comments.

Final Work Plan and Schedule – Psomas will prepare a final work plan based on this scope of work that will serve as a detailed guide for project execution. Each task is described with the activities, responsibilities, and deliverables. An MS Project schedule will be finalized and used as the primary planning and tracking tool. The project schedule will identify activities requiring city support.

Project Web – Psomas will configure a project website to serve as a project information repository. The project web is a secure password protected site for the project team. All project material including sources, deliverables, schedules, key communication, and other documents will be managed on this site. The project web provides automatic email notification to members upon posting of new data. It also tracts viewing and downloading transactions by the project team with document versioning controls. Two project web sites are proposed; one for the project management team, the other for the city project stakeholders to access draft and final project deliverables.

Set Up Onsite Office Space – Psomas requests the city to set aside workspace for 2-3 consultants to use when working onsite with the city. The location will facilitate team work and provide a location for city staff to drop off material for Psomas. The space simply needs a work surface, power connection, and connection to the internet. Printer access is highly desired. Pass keys and guidelines for use of the space should be provided by the city. Psomas will also set up a project workspace in our Sacramento office to support off hour work by team members during the project duration.

Develop Resources Survey Form – Psomas will develop a resource survey form based on prior surveys conducted for other clients. The goal of the survey is to efficiently collect information about business needs, data, documents, applications, skills, and systems prior to needs assessment interviews. Psomas will work with the project team to develop survey content and structure. We anticipate the survey will be used as a digital form and alternatively as a hardcopy for staff to complete.

Executive Workshop – Psomas will facilitate a workshop with the city executive sponsors and department management to present an overview of the project approach and solicit input from the representatives. The goal is to set expectations for city participation, encourage managers to support the project, and to listen to their concerns.

Citywide Workshop – Psomas will facilitate general attendance workshop to introduce the project to the citywide stakeholders in preparation of the needs assessment and remaining project activities. Two workshop times may be scheduled to help develop participation of key project participants.
Psomas will distribute a project flyer outlining the project and expectations for city staff participation.

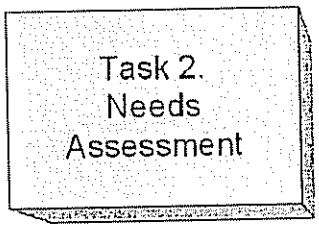
Deliverables

- Project Charter
- Final Project Plan
- Resource Survey
- Project Web
- Orientation Workshop Presentations

City Responsibilities

The city will support this task through the following activities.

- Provide meeting space and participate in the review of the final project plan, project charter, resource survey, and orientation workshop material.
- Provide office space for 2-3 Psomas consultants with appropriate access privileges.
- Coordinate executive and general staff workshops, providing appropriate presentation venues, scheduling, and staff notification.



- Initiate resource survey
- Schedule interviews
- Coordinate and conduct interviews
- Document and assess findings
- Conduct workshops

Resource Database
Departmental / Process Reports
Enterprise Report
Needs Assessment Workshop Presentation

Task 2. Needs Assessment

Objective

The needs assessment will document the existing GIS environment, business needs for GIS, potential GIS applications, GIS data needs, and GIS program requirements. Psomas will focus initially on the stated goals, business drivers, and business needs of each department and evaluate the potential uses or applications already identified by the city. Psomas will link defined business functions to opportunities for GIS applications that improve the effectiveness and efficiency of procedures, align organizational responsibilities, and support the higher level business needs.

Approach

Psomas will develop documentation of the existing city environment through a resource surveys, departmental interviews, and review of existing systems and documentation. The existing environment will be analyzed and results synthesized to identify and assess current business practices, identify gaps in service delivery, and identify opportunities for enhancements to
GIS service delivery. Workshops will be held to communicate findings and obtain comments and validation from city participants. Final needs assessment findings will be documented in departmental and citywide reports.

Subtasks

Initiate Resource Survey – Psomas and the City will identify city and external agency participants to participate in the needs assessment phase of the project. Specific business units and to the extent possible, individuals will be identified to receive resource surveys and participate in interviews. The list will be used as a management tool for distribution and collection of completed surveys.

Psomas and the city will agree to the most appropriate means for distributing the survey. An email distribution of the survey form and instructions is proposed. The details of the approach will be presented during the staff orientation workshop in Task 1. Psomas will coordinate with the City's project team to collect and review existing documentation relating to the GIS program environment. The following list provides examples of documentation.

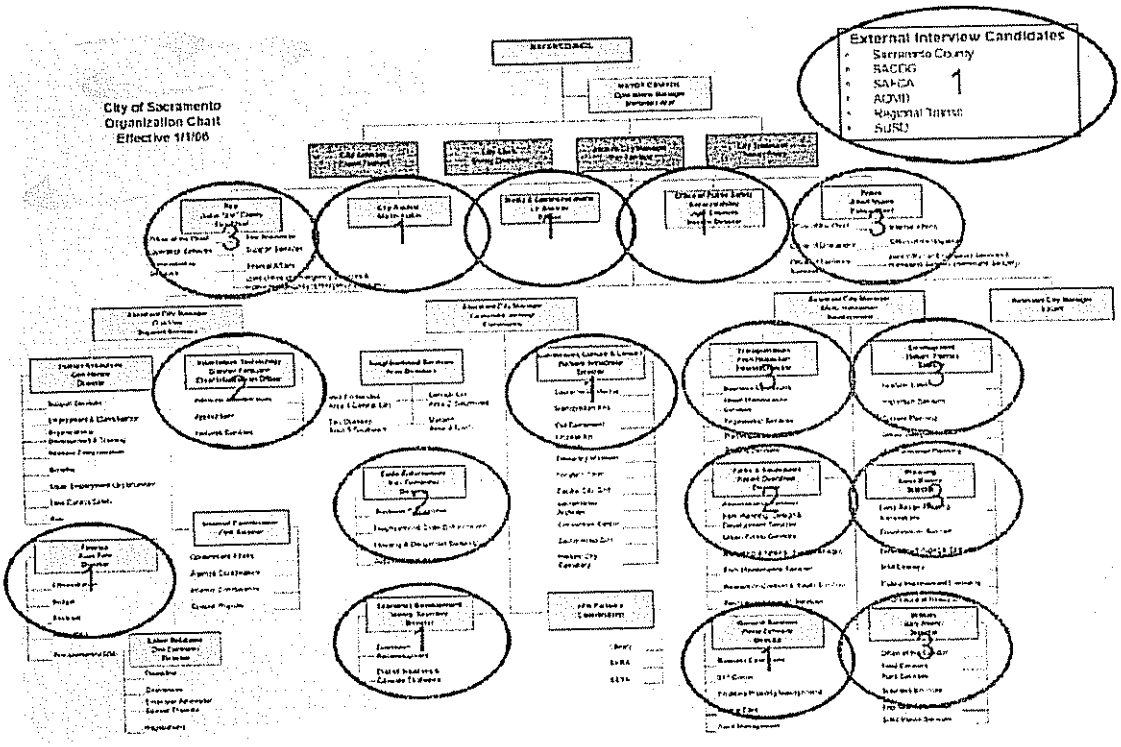
Psomas will collect surveys and perform a review as they are received. Each survey will be reviewed for thoroughness and assure association with the appropriate city business unit. Survey responses will be loaded into a master database to facilitate compilation of aggregate needs. Hardcopy responses will be keyed into the database by Psomas

Follow-up emails and phone calls will be made to delinquent respondents and efforts made to encourage their submission of the surveys prior to the interviews. Psomas will post the ongoing tracking sheet on the project web for the project team to monitor.

Collect Documentation – Psomas will coordinate with the city's project team to collect and review existing documentation relating to the GIS program environment. The following list provides examples of documentation.

- GIS Related documentation like data models, procedural manuals, technical specifications, data catalogs, metadata, reports, application designs, and pilot studies
- Business planning documents such as functional descriptions, roles and responsibilities, and strategies
- Information Technology strategic planning, administration, infrastructure framework, application overview, and related documents
- Operational agreements, MOUs, contracts, and other related procedural documents for outside relationships regarding vendor services, data sharing, and services provided to outside entities
- Departmental documents like internal procedures, manuals, and standard policy documents as they relate to GIS use and management.

Conduct Interviews – Psomas will conduct interviews with city staff and selected external stakeholders to discuss their business objectives, current processes, GIS use, issues, challenges, and expectations. Supplemental documentation, data samples, and maps will be obtained as appropriate for review following the interviews. Typically, the interviews will last from 1- 2 hours. Management interviews are normally shorter and address strategic issues and GIS vision elements. At the time of the interview, Psomas will facilitate information gathering by guiding the interview process, answering questions, and providing feedback about the resource survey. Additionally, Psomas will compile its own information gathered during the interviews. Specific information to be obtained or confirmed during the interviews include business needs, data, hardware, software, applications, staff skills, roles, level of effort and budget, use of standards, challenges, opportunities.



Psomas has reviewed the city organization chart and initially identified target groups for interviews. We have classified the interviews by approximate level of effort and coded each as follows:

3- Significant GIS opportunity, organizational complexity, opportunity for system and process integration with GIS. Multiple interviews may be needed to cover relevant business functions.

2 – Moderate level of complexity, strong opportunity for GIS use and enhancement. One primary interview anticipated

1- Some GIS opportunities, smaller division, more streamlined interviews and documentation.

Our initial interview plan involves 15 city divisions and anticipates outside the city interviews with key regional and business process points of integration with the city. The following chart illustrates our first cut at an interview scope. The final plan will be developed with the city during Task1.

The main objective of the interviews is to identify the GIS needs derived from the business requirements for each business unit. Therefore, a mixture of participants in relation to their understanding of the business functions is more important than the number in attendance. The effectiveness of the interview session is usually optimal with no more than 5 participants who are able to speak authoritatively about specific business areas. The city's project team and the departments should assist is suggesting

participants for the interviews and will take the lead in developing the interview schedule.

Psomas will consolidate, clarify, format, and prepare the interview data for review by the city. The forms, including Psomas' own notes taken during the interview, will be sent to the District for review and correction. Once the review and acceptance is complete, the data will be used for supporting the GIS needs assessment.

Prepare Key Enterprise Business Process Summary Reports – For each major business unit and major process, Psomas will prepare a summary report presenting the findings from the resource survey, interviews, and review of documentation and systems.

Psomas will design the report structure and review with the city prior to interviews Psomas proposes to incorporate the following key areas in a format that is succinct and easily reviewed by city staff

Current Environment Summary – Existing use of GIS, business systems, staff skills, data, data maintenance processes, level of effort supporting current processes. Inventory summaries will be presented for HW, SW, applications, staff skills, and current expenditures relevant to GIS.

Business Needs – Summary of GIS relevant business processes supporting the mission of the organization.

Application Needs – Identification of GIS supported applications to enhance defined business needs

GIS Function Needs – Summary of GIS functions supporting the application needs

Data and Data Maintenance Needs – Listing of existing and needed data sets, level of fit with current needs, maintenance needs, determination of data ownership appropriateness, process documentation levels, and metadata.

Opportunities and Benefits – Presents and overview of key opportunities and the benefits associated with them. Psomas will utilize GIS best practices cases as a reference for framing appropriate opportunities.

Departmental Preferences and Concerns – Summary of departmental preferences and concerns about EGIS deployment, application priorities, roles and strategies, risks, opportunities.

The reports will be prepared by Psomas and submitted to the individual business units for comment and approval. Psomas will meet with groups who whish to discuss the reports in further detail. Final reports will be published to the shared project website to allow for interdepartmental review.

Prepare Enterprise GIS Needs Assessment Report – Psomas will develop a EGIS needs assessment report that represents the aggregated requirements for the city. Psomas will develop an enterprise perspective by presenting individual group needs in a manner that consolidates similar or like needs and presents how widespread or limited the needs are GIS data management opportunities for improvement will also be identified and highlighted Departmental and Process summary reports are supportive to the enterprise report.

The needs assessment report will address the following elements from an enterprise perspective. Information will be presented in a manner that illustrates the current state of the city, what the needs are, how widespread the needs are, and what opportunities exist to improve GIS effectiveness.

Current Environment Summary – This element will present the existing mapping, GIS, organizational, and related IT activities. Subjects include hardware, software, data, organization, business system integration, support, systems, networks, costs, funding, and regional involvement. Use of technology will be compared to GIS industry standards, management practices, support structure, and perceived challenges.

Opportunity Identification – A summary of key opportunities to apply GIS more effectively to support city activities will be identified and discussed. Identified deficiencies and GIS best practices will be evaluated to identify opportunities for GIS enhancement. Opportunities will include organizational, business process, system enhancement, data, applications, training, funding, and IT infrastructure.

Business Needs – City business needs will be consolidated into major categories and summarized in a requirements table to illustrate the spread of GIS opportunity and current use throughout the enterprise. Fulfillment gaps will be highlighted as potentials to better serve the city.

Application Needs – A synthesis and summary of GIS application and integration opportunities will be prepared. The summary will illustrate how the individual departmental needs are similar or different Needs of multiple departments supported by similar applications will be highlighted as opportunities to leverage application investments.

Data and Data Maintenance Needs – A master data theme table will be prepared showing the current availability of spatial and spatially related data, overlaps and gaps in data maintenance efforts, the dispersion of need for similar data across the enterprise, and a determination of the completeness of the data in fulfilling defined needs. An analysis will synthesize and present the current data environment, deficiencies, and the opportunities for enhanced data management. In this area, Psomas will introduce a variety of best management practices to identify efficient and effective way to support GIS.

Governance and Organization – The existing governance and operational structure supporting GIS will be reviewed and discussed. Opportunities to address current deficiencies will be presented.

A draft report will be prepared and circulated for comment among city stakeholders. Comments will be incorporated into the final report.

Conduct Needs Analysis Findings Workshop – Psomas will prepare presentation materials for discussing the enterprise needs assessment. The goal of the presentation is to communicate with stakeholders the current state of GIS, challenges with the existing environment, and opportunities for improvement. The presentation will emphasize enterprise perspectives but illustrate individual departmental needs and opportunities where appropriate. Our goal is to build a sense of community understanding and support for an enterprise perspective

Two presentations will be developed, one of them for executive management that will focus on strategic issues of the report including service delivery gaps, governance and organization, funding, and sustainability. The general stakeholder presentation will be more focused on functionality and capability, data, system integration, business process improvement, and operational GIS support issues. Several workshops may be held to encourage dialog and engagement of staff.

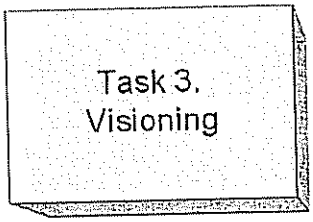
Workshop findings will be documented and used to refine the enterprise GIS Needs Assessment report as appropriate.

Deliverables

- Resource Database from Inventory Process
- Documentation Catalog on Project Web
- Departmental / Process GIS Needs Assessment Reports
- Enterprise GIS Needs Assessment Report
- Executive and Stakeholder Needs Assessment Presentations

City Responsibilities

- Participate in resource survey.
- Provide Psomas access to existing documentation on GIS processes, data, and business systems.
- Participate in needs assessment interviews
- Review and comment on needs assessment reports
- Coordinate needs assessment presentations and host the presentation venue



- Opportunity evaluation
- EGIS program visioning
- Identification of strategic directions
- Conduct workshop

Opportunity Recommendations
EGIS Program Vision
Strategic Directions
Visioning Workshop Presentation

Task 3. Visioning

Objective
To establish a vision and strategic directions for an enterprise GIS program supporting the city for at least the next fi ve years.

Approach
Psomas will facilitate a workshop with key city participants to formulate a vision for the future EGIS environment based on opportunities and needs identified in the GIS needs assessment process.

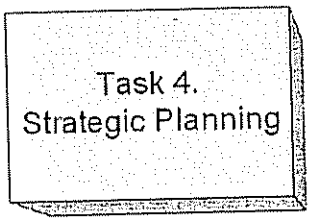
Subtasks
Opportunity Evaluation and Recommendations – Psomas will prepare an opportunity recommendations report outlining the primary areas to enhance the service delivery from GIS throughout the enterprise. The priorities will address governance and staffing, funding, system architecture, roles and responsibilities, data management, applications, and interagency coordination. The report will be distributed to the participants selected by the city to participate in the visioning workshop.

Conduct Visioning Workshop – Psomas will facilitate a ½ day workshop to identify a EGIS program vision and major strategic directions. Psomas will provide support to the group in developing elements of the vision and key strategic initiatives. The focus will be on capturing the concepts and understanding their implications.

Prepare Vision and Strategic Directions - Specific wording of the vision and strategic directions will follow the workshop and be distributed as a draft document for comment. Once comments are incorporated, the final vision statement and strategic directions will be finalized.

Deliverables
- Opportunity Evaluation and Recommendations
- EGIS Vision Statement and Strategic Directions

City Responsibilities
The city will support this task through the following activities:
- Provide meeting space and participate in the visioning workshop
- Review and approve vision statement and strategic directions



- Develop EGIS business case
- Define EGIS components
- Evaluate Implications
- Conduct workshops

Business Case
EGIS Component Definition
Preferred Implementation Approach
Strategy Workshop Presentation

4. Strategic Planning

Objective

The objective of the EGIS strategic planning is to develop a strategic plan addressing the defined needs of the city in a manner consistent with the GIS vision and strategic directions. The strategic plan will guide GIS activities and support the development of the tactical GIS implementation plan defining specific tasks, schedule, and budget.

Approach

Psomas will prepare strategy alternatives supporting the vision and strategic directions. Working with the city, a final implementation scenario will be developed then assessed from a business case perspective to validate its implications. Specific EGIS components that fulfill the EGIS vision will be defined. A workshop will be held with stakeholders to present the GIS strategy.

Subtasks

Define EGIS Components – Psomas will define EGIS components and document the directions and priorities for each component necessary to fulfill the GIS vision and strategic directions. The following components will be defined in the strategic plan.

EGIS Program Charter – The charter will define the purpose and approach for delivering GIS services to the city.

Governance and organization – Organizational representation, committee and subcommittee structures to address enterprise issues, organizational model for enterprise and departmental GIS resourcing, and roles and responsibilities.

Applications – Identification of key enterprise application needs and priorities.

Data – Data management strategies, priorities for data enhancement, approaches for maintaining data, metadata requirements, data storage and access.

Software – Identification of necessary GIS, database, and other software to support applications and ad hoc GIS use.

IT Architecture – Conceptual architecture design consisting of network, firewalls, data repositories and servers, applications servers, and integration strategies.

Procedures and Standards – Identified for security, privacy, data modeling, process documentation, project lifecycle.

Strategic Plan Approach – The strategic plan will incorporate the Vision, strategic direction, EGIS components, priorities, and implementation phasing into a single document. The GIS strategy will be documented and circulated for review. Staff workshops will be used to review, discuss, and critique the plan. A final plan will incorporate comments and appropriate revisions.

Develop Business Case – Psomas will prepare a business case presenting justification for an enterprise GIS strategy. Detailed findings from the needs assessment including workload and current investment levels will be compared to implementation cost scenarios and expected outcomes. The business case will incorporate tangible hard costs and savings as well as less quantifiable results such as enhanced information quality, availability, and ability to better support alternative scenarios. Hard cost expenses will be compared to hard cost revenue & expenses, risk values, and opportunity values for potential change factors in efficiency, effectiveness, and service. Tangible and intangible benefits will be shown and calculated.

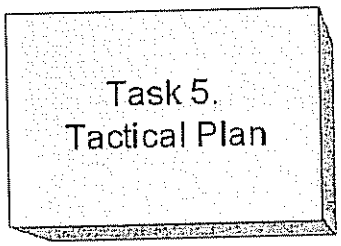
Deliverables

- EGIS Strategic Plan
- EGIS Business Case

City Responsibilities

The city will support this task through the following activities:

- Provide meeting space and participate in the review of deliverables



- Establish project priorities
- Develop detailed task plan
- Finalize schedule and budget
- Complete system architecture and standards
- Conduct workshops

Program Phasing Plan
Project Definitions
Schedule and Budget
Final Strategic Plan
Assessment Plan
EGIS Standards

5. Tactical Plan

Objective

The EGIS tactical plan defines the detailed roadmap for implementing the GIS strategic plan. It differs from the strategic plan by providing specific measurable definition of tasks, roles and responsibilities, costs, schedule, and expected outcomes. The tactical plan will serve the city for the subsequent 2-3 years with as a directive for enterprise GIS deployment, budgeting, and expectation management

Approach

Psomas will first identify GIS implementation projects that will form discrete units of work to fulfill the strategic plan. This approach will result in focused deployments of EGIS features providing incremental advancement to the EGIS vision. The projects will be prioritized for implementation sequencing. The tactical plan will define the phasing of projects, roles and responsibilities, a project schedule, and a budget. Psomas will also prepare an operations assessment plan for reviewing and adjusting the GIS implementation for subsequent years. EGIS standards for data management and application development will be submitted.

Subtasks

Define Projects – Projects are implementable units of work that may combine multiple EGIS components that result in the deployment of new capabilities. For example, a project might include data development, hardware and software acquisition, and development of new procedures and staff training. Existing GIS projects will be incorporated within the project list.

Psomas will define projects based on the strategic plan direction and EGIS component recommendations. Each project will include a description of project activity, costs including staffing, contractor, software, hardware, and other services.

EXHIBIT B

CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

FEE SCHEDULE/MANNER OF PAYMENT

1. **CONSULTANT's Compensation.** The total of all fees paid to the CONSULTANT for the performance of all services set forth in Exhibit A, including normal revisions (hereafter the "Services"), and for all authorized Reimbursable Expenses, shall not exceed the total sum of $210,000.

2. **Billable Rates.** CONSULTANT shall be paid for the performance of Services as set forth in Attachment 1 to Exhibit B, attached hereto and incorporated herein.

3. **CONSULTANT's Reimbursable Expenses.** Reimbursable Expenses shall be limited to actual expenditures of CONSULTANT for expenses that are necessary for the proper completion of the Services and shall only be payable if specifically authorized in advance by CITY.

4. **Payments to CONSULTANT.**

   A. Payments to CONSULTANT shall be made within a reasonable time after receipt of CONSULTANT's invoice, said payments to be made in proportion to services performed or as otherwise specified in Attachment 1 to Exhibit B. CONSULTANT may request payment on a monthly basis. CONSULTANT shall be responsible for the cost of supplying all documentation necessary to verify the monthly billings to the satisfaction of CITY.

   B. All invoices submitted by CONSULTANT shall contain the following information:

      (1) Job Name
      (2) Description of services billed under this invoice, and overall status of project
      (3) Date of Invoice Issuance
      (4) Sequential Invoice Number
      (5) CITY's Purchase Order Number
      (6) Total Contract Amount
      (7) Amount of this Invoice (Itemize all Reimbursable Expenses)
      (8) Total Billed to Date
      (9) Total Remaining on Contract
      (10) Updated project schedule. This shall identify those steps that shall be taken to bring the project back on schedule if it is behind schedule.

   C. Items shall be separated into Services and Reimbursable Expenses. Billings that do not conform to the format outlined above shall be returned to CONSULTANT for correction. CITY shall not be responsible for delays in payment to CONSULTANT resulting from CONSULTANT's failure to comply with the invoice format described below.

D. Requests for payment shall be sent to:

City of Sacramento
1000 I Street, Suite 170
Sacramento, California 95814
Attn: Maria MacGunigal

5. **Additional Services.** Additional Services are those services related to the scope of services of CONSULTANT set forth in Exhibit A but not anticipated at the time of execution of this Agreement. Additional Services shall be provided only when a Supplemental Agreement authorizing such Additional Services is approved by CITY in accordance with CITY's Supplemental Agreement procedures CITY reserves the right to perform any Additional Services with its own staff or to retain other consultants to perform said Additional Services.

6. **Accounting Records of CONSULTANT.** During performance of this Agreement and for a period of three (3) years after completing all Services and Additional Services hereunder, CONSULTANT shall maintain all accounting and financial records related to this Agreement, including, but not limited to, records of CONSULTANT's costs for all Services and Additional Services performed under this Agreement and records of CONSULTANT's Reimbursable Expenses, in accordance with generally accepted accounting practices, and shall keep and make such records available for inspection and audit by representatives of the CITY upon reasonable written notice.

7. **Taxes.** CONSULTANT shall pay, when and as due, any and all taxes incurred as a result of CONSULTANT's compensation hereunder, including estimated taxes, and shall provide CITY with proof of such payment upon request. CONSULTANT hereby agrees to indemnify CITY for any claims, losses, costs, fees, liabilities, damages or injuries suffered by CITY arising out of CONSULTANT's breach of this Section 7.

Task	Activity	Total Cost	Labor Cost	Hours	Craig Gooch	Han Chu	Doug Mende	John Donahue	Nisar Ahmed	Sherri Bayer	Bruce Miller	Cynthia Larsen	Expense Subtotal
				Billing Rate	*$ 185*	*$ 150*	*$ 140*	*$ 110*	*$ 130*	*$ 130*	*$ 130*	*$ 45*	
Task 1	**Project Initiation**												
1.1	Kickoff Meeting	$ 4,070	$ 3,480	21	12		9						$ 590
1.2	Project Charter	$ 1,205	$ 1,205	7	5		2						$ -
1.3	Final Work Plan and Schedule	$ 1,390	$ 1,390	8	6		2						$ -
1.4	Resource Survey Form	$ 650	$ 650	6			4					2	$ -
1.5	Workshops	$ 3,605	$ 3,015	18	9	9							$ 590
	Task 1 Total	$ 10,920	*$ 9,740*	*60*	*32*	*9*	*17*	*0*	*0*	*0*	*0*	*2*	$ 1,180
Task 2	**Needs Assessment**												
2.1	Resource Survey	$ 6,900	$ 6,900	90			30					60	$ -
2.2	Collect and Review Documentation	$ 4,200	$ 4,200	51			12				9	30	$ -
2.3	Conduct Interviews (40 Estimate)	$ 28,850	$ 24,850	170	50	60		60					$ 4,000
2.4	Develop Department and Key Process Reports	$ 26,920	$ 26,920	232	32	50	30	60				60	$ -
2.5	Prepare Enterprise Report	$ 9,165	$ 9,165	69	9		30	30					$ -
2.6	Conduct Needs Analysis Workshops	$ 4,860	$ 4,005	27	9	9		9					$ 855
	Task 2 Total	$ 80,895	*$ 76,040*	*639*	*100*	*119*	*102*	*159*	*0*	*0*	*9*	*150*	$ 4,855
			40%										
Task 3	**Visioning**												
3.1	Opportunity Evaluation	$ 5,850	$ 5,850	36	18		18						$ -
3.2	Vision Development	$ 2,805	$ 1,950	12	6		6						$ 855
3.3	Final Vision and Strategy	$ 3,825	$ 3,825	38	9		9					20	$ -
	Task 3 Total	$ 12,480	*$ 11,625*	*86*	*33*	*0*	*33*	*0*	*0*	*0*	*0*	*20*	$ 855
			6%										
				Billing Rate	*$ 185*	*$ 150*	*$ 140*	*$ 110*	*$ 130*	*$ 130*	*$ 130*	*$ 45*	

Attachment 1 to
Exhibit B

City of Sacramento Enterprise GIS Strategic Plan

Task / Activity	Total Cost	Labor Cost	Hours	Craig Gooch	Han Chu	Doug Monde	John Donahue	Nisar Ahmed	Sherri Bayer	Bruce Miller	Cynthia Larsen	Expense Subtotal
			Billing Rate	$ 185	$ 150	$ 140	$ 110	$ 130	$ 130	$ 130	$ 45	
Task 1 Project Initiation												
1.1 Kickoff Meeting	$ 4,070	$ 3,480	21	12		9						$ 590
1.2 Project Charter	$ 1,205	$ 1,205	7	5		2						$ -
1.3 Final Work Plan and Schedule	$ 1,390	$ 1,390	8	6		2						$ -
1.4 Resource Survey Form	$ 650	$ 650	6			4					2	$ -
1.5 Workshops	$ 3,605	$ 3,015	18	9	9							$ 590
Task 1 Total	$ 10,920	$ 9,740	60	32	9	17	0	0	0	0	2	$ 1,180
		5%										
Task 2 Needs Assessment												
2.1 Resource Survey	$ 6,900	$ 6,900	90			30					60	$ -
2.2 Collect and Review Documentation	$ 4,200	$ 4,200	51			12				9	30	$ -
2.3 Conduct Interviews (40 Estimate)	$ 28,850	$ 24,850	170	50	60		60					$ 4,000
2.4 Develop Department and Key Process Reports	$ 26,920	$ 26,920	232	32	50	30	60				60	$ -
2.5 Prepare Enterprise Report	$ 9,165	$ 9,165	69	9		30	30					$ -
2.6 Conduct Needs Analysis Workshops	$ 4,860	$ 4,005	27	9	9		9					$ 855
Task 2 Total	$ 80,895	$ 76,040	639	100	119	102	159	0	0	9	150	$ 4,855
		40%										
Task 3 Visioning												
3.1 Opportunity Evaluation	$ 5,850	$ 5,850	36	18		18						$ -
3.2 Vision Development	$ 2,805	$ 1,950	12	6		6						$ 855
3.3 Final Vision and Strategy	$ 3,825	$ 3,825	38	9		9					20	$ -
Task 3 Total	$ 12,480	$ 11,625	86	33	0	33	0	0	0	0	20	$ 855
		6%										
Task 4 Strategic Planning												
4.1 Define EGIS Components	$ 17,460	$ 17,460	117	30		60		18	9			$ -
4.2 Draft Plan	$ 8,430	$ 8,430	68	18		30					20	$ -
4.3 Business Case	$ 5,025	$ 5,025	33	9		24						$ -
4.4 Workshops	$ 3,515	$ 2,925	18	9		9						$ 590
Task 4 Total	$ 34,430	$ 33,840	236	66	0	123	0	18	9	0	20	$ 590
		18%										
Task 5 Tactical Plan												
5.1 Project Definition	$ 12,555	$ 12,555	99	10		50	30				9	$ -
5.2 Phasing Plan	$ 2,960	$ 2,370	15	6		9						$ 590
5.3 Schedule and Budget	$ 5,900	$ 5,900	42	8		20	10		4			$ -
5.4 Assessment Plan	$ 2,400	$ 2,400	16	12							4	$ -
5.4 EGIS Standards	$ 8,985	$ 8,395	62	9		24	20			9		$ 590
5.6 Final Plan	$ 10,400	$ 9,810	66	18		24				24		$ 590
Task 5 Total	$ 43,200	$ 41,430	300	63	0	127	60	0	4	33	13	$ 1,770
		22%										
Task 6 Project Management and Coordination												
6.1 Task Management	$ -	$ -	0									$ -
6.2 Bi Weekly Status Meetings	$ 12,000	$ 12,000	80	60							20	$ -
6.3 Monthly Status Reports	$ 8,200	$ 6,900	60	30							30	$ 1,300
Task 6 Total	$ 20,200	$ 18,900	140	90	0	0	0	0	0	0	50	$ 1,300
		10%										
Contengency	$ 7,875											
Project Total	$ 210,000	$ 191,575	1461	384	128	402	219	18	13	42	255	$ 10,550
% of Project			100%	26%	9%	28%	15%	1%	1%	3%	17%	

EXHIBIT C

CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

FACILITIES AND EQUIPMENT TO BE PROVIDED BY CITY

CITY will not furnish any facilities or equipment for this Agreement.

EXHIBIT D
CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

GENERAL PROVISIONS

1. **Independent Contractor**.

A. It is understood and agreed that CONSULTANT (including CONSULTANT's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever Neither CONSULTANT nor CONSULTANT's assigned personnel shall be entitled to any benefits payable to employees of CITY. CITY is not required to make any deductions or withholdings from the compensation payable to CONSULTANT under the provisions of this Agreement, and CONSULTANT shall be issued a Form 1099 for its services hereunder. As an independent contractor, CONSULTANT hereby agrees to indemnify and hold CITY harmless from any and all claims that may be made against CITY based upon any contention by any of CONSULTANT's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any Services under this Agreement. (As used in this Exhibit D, the term "Services" shall include both Services and Additional Services as such terms are defined elsewhere in this Agreement.)

B. It is further understood and agreed by the parties hereto that CONSULTANT, in the performance of its obligations hereunder, is subject to the control and direction of CITY as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by CONSULTANT for accomplishing such results. To the extent that CONSULTANT obtains permission to, and does, use CITY facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the CONSULTANT's sole discretion based on the CONSULTANT's determination that such use will promote CONSULTANT's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the CITY does not require that CONSULTANT use CITY facilities, equipment or support services or work in CITY locations in the performance of this Agreement.

C. If, in the performance of this Agreement, any third persons are employed by CONSULTANT, such persons shall be entirely and exclusively under the direction, supervision, and control of CONSULTANT. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONSULTANT. It is further understood and agreed that CONSULTANT shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of CONSULTANT's assigned personnel and subcontractors.

D. The provisions of this Section 1 shall survive any expiration or termination of this Agreement Nothing in this Agreement shall be construed to create an exclusive relationship between CITY and CONSULTANT. CONSULTANT may represent, perform services for, or be employed by such additional persons or companies as CONSULTANT sees fit provided that CONSULTANT does not violate the provisions of Section 5, below.

2. **Licenses; Permits, Etc.** CONSULTANT represents and warrants that CONSULTANT has all licenses, permits, City Business Operations Tax Certificate, qualifications, and approvals of whatsoever nature that are legally required for CONSULTANT to practice its profession or provide any services under the Agreement CONSULTANT represents and warrants that CONSULTANT shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for CONSULTANT to practice its profession or provide such Services. Without limiting the generality of the foregoing, if CONSULTANT is an out-of-state corporation, CONSULTANT warrants and represents that it possesses a valid certificate of qualification to transact business in the State of California issued by the California Secretary of State pursuant to Section 2105 of the California Corporations Code.

3. **Time.** CONSULTANT shall devote such time and effort to the performance of Services pursuant to this Agreement as is necessary for the satisfactory and timely performance of CONSULTANT's obligations under this Agreement. Neither party shall be considered in default of this Agreement, to the extent that party's performance is prevented or delayed by any cause, present or future, that is beyond the reasonable control of that party.

4. **CONSULTANT Not Agent.** Except as CITY may specify in writing, CONSULTANT and CONSULTANT's personnel shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent CONSULTANT and CONSULTANT's personnel shall have no authority, express or implied, to bind CITY to any obligations whatsoever

5. **Conflicts of Interest.** CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of CITY or that would in any way hinder CONSULTANT's performance of Services under this Agreement CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of CITY. CONSULTANT agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY at all times during the performance of this Agreement. If CONSULTANT is or employs a former officer or employee of the CITY, CONSULTANT and any such employee(s) shall comply with the provisions of Sacramento Municipal Code Section 2 16 090 pertaining to appearances before the City Council or any CITY department, board, commission or committee.

6. **Confidentiality of CITY Information.** During performance of this Agreement, CONSULTANT may gain access to and use CITY information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the CITY CONSULTANT agrees to protect all City Information and treat it as strictly confidential and further agrees that CONSULTANT shall not at

any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of CITY. In addition, CONSULTANT shall comply with all CITY policies governing the use of the CITY network and technology systems, as set forth in applicable provisions of the City of Sacramento Administrative Policy Instructions # 30. A violation by CONSULTANT of this Section 6 shall be a material violation of this Agreement and shall justify legal and/or equitable relief

7. **CONSULTANT Information.**

A. CITY shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by CONSULTANT pursuant to this Agreement. In this Agreement, the term "information" shall be construed to mean and include: any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostatting, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof. CONSULTANT shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose by CITY

B. CONSULTANT shall fully defend, indemnify and hold harmless CITY, its officers and employees, and each and every one of them, from and against any and all claims, actions, lawsuits or other proceedings alleging that all or any part of the information prepared, produced, or provided by CONSULTANT pursuant to this Agreement infringes upon any third party's trademark, trade name, copyright, patent or other intellectual property rights. CITY shall make reasonable efforts to notify CONSULTANT not later than ten (10) days after CITY is served with any such claim, action, lawsuit or other proceeding, provided that CITY's failure to provide such notice within such time period shall not relieve CONSULTANT of its obligations hereunder, which shall survive any termination or expiration of this Agreement

C. All proprietary and other information received from CONSULTANT by CITY, whether received in connection with CONSULTANT's proposal to CITY or in connection with any Services performed by CONSULTANT, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to CITY, CITY shall give notice to CONSULTANT of any request for the disclosure of such information. The CONSULTANT shall then have five (5) days from the date it receives such notice to enter into an agreement with the CITY, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorney fees) incurred by CITY in any legal action to compel the disclosure of such information under the California Public Records Act. The CONSULTANT shall have sole responsibility for defense of the actual "trade secret" designation of such information

D. The parties understand and agree that any failure by CONSULTANT to respond to the notice provided by CITY and/or to enter into an agreement with CITY, in accordance with the provisions of subsection C, above, shall constitute a complete waiver by CONSULTANT of any rights regarding the information designated "trade secret" by CONSULTANT, and such information shall be disclosed by CITY pursuant to applicable procedures required by the Public Records Act.

8. **Standard of Performance.** CONSULTANT shall perform all Services required pursuant to this Agreement in the manner and according to the standards currently observed by a competent practitioner of CONSULTANT's profession in California. All products of whatsoever nature that CONSULTANT delivers to CITY pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in CONSULTANT's profession, and shall be provided in accordance with any schedule of performance specified in Exhibit A. CONSULTANT shall assign only competent personnel to perform Services pursuant to this Agreement. CONSULTANT shall notify CITY in writing of any changes in CONSULTANT's staff assigned to perform the Services required under this Agreement, prior to any such performance. In the event that CITY, at any time during the term of this Agreement, desires the removal of any person assigned by CONSULTANT to perform Services pursuant to this Agreement, because CITY, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, CONSULTANT shall remove such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person.

9. **Term; Suspension; Termination.**

A. This Agreement shall become effective on the date that it is approved by both parties, set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.

B. CITY shall have the right at any time to temporarily suspend CONSULTANT's performance hereunder, in whole or in part, by giving a written notice of suspension to CONSULTANT. If CITY gives such notice of suspension, CONSULTANT shall immediately suspend its activities under this Agreement, as specified in such notice.

C. CITY shall have the right to terminate this Agreement at any time by giving a written notice of termination to CONSULTANT. If CITY gives such notice of termination, CONSULTANT shall immediately cease rendering Services pursuant to this Agreement. If CITY terminates this Agreement.

(1) CONSULTANT shall, not later than five days after such notice of termination, deliver to CITY copies of all information prepared pursuant to this Agreement.

(2) CITY shall pay CONSULTANT the reasonable value of Services rendered by CONSULTANT prior to termination, provided, however, CITY shall not in any manner be liable for lost profits that might have been made by CONSULTANT.

had the Agreement not been terminated or had CONSULTANT completed the Services required by this Agreement. In this regard, CONSULTANT shall furnish to CITY such financial information as in the judgment of the CITY is necessary for CITY to determine the reasonable value of the Services render by CONSULTANT. The foregoing is cumulative and does not affect any right or remedy that CITY may have in law or equity.

10. Indemnity.

A. Indemnity: CONSULTANT shall indemnify and save harmless, CITY, its officers and employees, and each and every one of them, from and against all actions, damages, costs, liability, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by CITY's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to the extent such Liabilities are caused by or arise from any negligent act or omission, recklessness or willful misconduct of CONSULTANT, its subconsultants, subcontractors or agents, and their respective officers and employees, in connection with the performance or nonperformance of this Agreement, whether or not (i) such Liabilities also are caused in part by the passive negligence of the CITY, its officers or employees, (ii) the CITY, its officers or employees reviewed, accepted or approved any service or work product performed or provided by the CONSULTANT, or (iii) such Liabilities are litigated, settled or reduced to judgment.

B. Obligation to Defend: CONSULTANT shall, upon CITY's request, defend at CONSULTANT's sole cost any action, claim, suit, cause of action or portion thereof that asserts or alleges Liabilities caused by or arising from any negligent act or omission, recklessness or willful misconduct of CONSULTANT, its sub-consultants, subcontractors or agents, and their respective officers and employees, in connection with the performance or nonperformance of this Agreement, whether such action, claim, suit, cause of action or portion thereof is well founded or not.

C. Insurance Policies; Intellectual Property Claims: Except as may be expressly provided in this Section 10, the existence or acceptance by CITY of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of CITY's rights under this Section 10, nor shall the limits of such insurance limit the liability of CONSULTANT hereunder. This Section 10 shall not apply to any intellectual property claims, actions, lawsuits or other proceedings subject to the provisions of Section 7.B., above. The provisions of this Section 10 shall survive any expiration or termination of this Agreement.

11. Insurance Requirements. During the entire term of this Agreement, CONSULTANT shall maintain the insurance coverage described in this Section 11.

Full compensation for all premiums that CONSULTANT is required to pay for the insurance coverage described herein shall be included in the compensation specified for the Services provided by CONSULTANT under this Agreement. No additional compensation will be provided for CONSULTANT's insurance premiums.

It is understood and agreed by the CONSULTANT that its liability to the CITY shall not in any way be limited to or affected by the amount of insurance coverage required or carried by the CONSULTANT in connection with this Agreement

A. Minimum Scope & Limits of Insurance Coverage

(1) Commercial General Liability Insurance, providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars ($1,000,000) per occurrence. The policy shall provide contractual liability and products and completed operations coverage for the term of the policy.

(2) Automobile Liability Insurance providing coverage at least as broad as ISO Form CA 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars ($1,000,000) per occurrence The policy shall provide coverage for owned, non-owned and/or hired autos as appropriate to the operations of the CONSULTANT.

No automobile liability insurance shall be required if CONSULTANT completes the following certification:

"I certify that a motor vehicle will not be used in the performance of any work or services under this agreement." CD (CONSULTANT initials)

(3) Workers' Compensation Insurance with statutory limits, and Employers' Liability Insurance with limits of not less than one million dollars ($1,000,000). The Worker's Compensation policy shall include a waiver of subrogation for contracts involving construction or maintenance, or if required by the CITY by selecting the option below:

_____ Workers' Compensation waiver of subrogation in favor of the City is required for all work performed by the CONSULTANT.

No Workers' Compensation insurance shall be required if CONSULTANT completes the following certification.

"I certify that my business has no employees, and that I do not employ anyone. I am exempt from the legal requirements to provide Workers' Compensation insurance." CD (CONSULTANT initials)

(4) Professional Liability Insurance providing coverage on a claim made basis for errors, omissions or malpractice with limits of not less than one million ($1,000,000) dollars if required by the CITY by selecting the option below.

_____ Professional liability insurance is required and must be continued for at least _____ year(s) following the completion of all Services and Additional Services under this Agreement.

B. Additional Insured Coverage

(1) Commercial General Liability Insurance. The CITY, its officials, employees and volunteers shall be covered by policy terms or endorsement as additional insureds as respects general liability arising out of activities performed by or on behalf of CONSULTANT, products and completed operations of CONSULTANT, and premises owned, leased or used by CONSULTANT. The general liability additional insured endorsement must be signed by an authorized representative of the insurance carrier for contracts involving construction or maintenance, or if required by the CITY by selecting the option below.

_____ Additional insured endorsement must be signed by an authorized representative of the insurance carrier.

If the policy includes a blanket additional insured endorsement or contractual additional insured coverage, the above signature requirement may be fulfilled by submitting that document with a signed declaration page referencing the blanket endorsement or policy form

(2) Automobile Liability Insurance: The CITY, its officials, employees and volunteers shall be covered by policy terms or endorsement as additional insureds as respects auto liability

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

(1) Except for professional liability, CONSULTANT's insurance coverage shall be primary insurance as respects CITY, its officials, employees and volunteers. Any insurance or self-insurance maintained by CITY, its officials, employees or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.

(2) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to CITY, its officials, employees or volunteers.

(3) Coverage shall state that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(4) CITY will be provided with thirty (30) days written notice of cancellation or material change in the policy language or terms.

D. Acceptability of Insurance

Insurance shall be placed with insurers with a Bests' rating of not less than A.V. Self-insured retentions, policy terms or other variations that do not comply with the requirements of this Section 11 must be declared to and approved by the CITY Risk Management Division in writing prior to execution of this Agreement

E. Verification of Coverage

(1) CONSULTANT shall furnish CITY with certificates and required endorsements evidencing the insurance required. The certificates and endorsements shall be forwarded to the CITY representative named in Exhibit A. Copies of policies shall be delivered to the CITY on demand. Certificates of insurance shall be signed by an authorized representative of the insurance carrier.

(2) The CITY may withdraw its offer of contract or cancel this Agreement if the certificates of insurance and endorsements required have not been provided prior to execution of this Agreement The CITY may withhold payments to CONSULTANT and/or cancel the Agreement if the insurance is canceled or CONSULTANT otherwise ceases to be insured as required herein.

F. Subcontractors

CONSULTANT shall require and verify that all sub-consultants and subcontractors maintain insurance coverage that meets the minimum scope and limits of insurance coverage specified in subsection A, above.

12. Equal Employment Opportunity. During the performance of this Agreement, CONSULTANT, for itself, its assignees and successors in interest, agrees as follows:

A. Compliance With Regulations: CONSULTANT shall comply with the Executive Order 11246 entitled "Equal Opportunity in Federal Employment", as amended by Executive Order 11375 and 12086, and as supplemented in Department of Labor regulations (41 CFR Chapter 60), hereinafter collectively referred to as the "Regulations".

B. Nondiscrimination. CONSULTANT, with regards to the work performed by it after award and prior to completion of the work pursuant to this Agreement, shall not discriminate on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual orientation in selection and retention of subcontractors, including procurement of materials and leases of equipment CONSULTANT shall not participate either directly or indirectly in discrimination prohibited by the Regulations.

C. Solicitations for Subcontractors, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by CONSULTANT for work to be performed under any subcontract, including all procurement of materials or equipment, each potential subcontractor or supplier shall be notified by CONSULTANT of CONSULTANT's obligation under this Agreement and the Regulations relative to nondiscrimination on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual orientation.

D. Information and Reports: CONSULTANT shall provide all information and reports required by the Regulations, or by any orders or instructions issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the CITY to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, CONSULTANT shall so certify to the CITY, and shall set forth what efforts it has made to obtain the information

E. Sanctions for Noncompliance: In the event of noncompliance by CONSULTANT with the nondiscrimination provisions of this Agreement, the CITY shall impose such sanctions as it may determine to be appropriate including, but not limited to.

(1) Withholding of payments to CONSULTANT under this Agreement until CONSULTANT complies;

(2) Cancellation, termination, or suspension of the Agreement, in whole or in part

F. Incorporation of Provisions: CONSULTANT shall include the provisions of subsections A through E, above, in every subcontract, including procurement of materials and leases of equipment, unless exempted by the Regulations, or by any order or instructions issued pursuant thereto. CONSULTANT shall take such action with respect to any subcontract or procurement as the CITY may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, CONSULTANT may request CITY to enter such litigation to protect the interests of CITY.

13. **Entire Agreement.** This document, including all Exhibits, contains the entire agreement between the parties and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. No alteration to the terms of this Agreement shall be valid unless approved in writing by CONSULTANT, and by CITY, in accordance with applicable provisions of the Sacramento Municipal Code.

14. **Severability.** If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law

15. **Waiver.** Neither CITY acceptance of, or payment for, any Service or Additional Service performed by CONSULTANT, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

16. **Enforcement of Agreement.** This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court or Federal District Court located in Sacramento County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such courts, and consent to service of process issued by such courts.

17. **Assignment Prohibited.** The expertise and experience of CONSULTANT are material considerations for this Agreement. CITY has a strong interest in the qualifications and capability of the persons and entities who will fulfill the obligations imposed on CONSULTANT under this Agreement. In recognition of this interest, CONSULTANT shall not assign any right or obligation pursuant to this Agreement without the written consent of the CITY. Any attempted or purported assignment without CITY's written consent shall be void and of no effect.

18. **Binding Effect.** This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties, subject to the provisions of Section 17, above.

EXHIBIT E

REQUIREMENTS OF THE NON-DISCRIMINATION IN EMPLOYEE BENEFITS CODE

INTRODUCTION

The Sacramento Non-Discrimination In Employee Benefits Code (the "Ordinance"), codified as Sacramento Municipal Code Chapter 3.54, prohibits City contractors from discriminating in the provision of employee benefits between employees with spouses and employees with domestic partners, and between the spouses and domestic partners of employees.

APPLICATION

The provisions of the Ordinance apply to any contract or agreement (as defined below), between a Contractor and the City of Sacramento, in an amount exceeding $25,000.00. The Ordinance applies to that portion of a contractor's operations that occur: (i) within the City of Sacramento, (ii) on real property outside the City of Sacramento if the property is owned by the City or if the City has a right to occupy the property; or (iii) at any location where a significant amount of work related to a City contract is being performed.

The Ordinance does not apply: to subcontractors or subcontracts of any Contractor or contractors; to transactions entered into pursuant to cooperative purchasing agreements approved by the Sacramento City Council; to legal contracts of other governmental jurisdictions or public agencies without separate competitive bidding by the City; where the requirements of the ordinance will violate or are inconsistent with the terms or conditions of a grant, subvention or agreement with a public agency or the instructions of an authorized representative of any such agency with respect to any such grant, subvention or agreement; to permits for excavation or street construction; or to agreements for the use of City right-of-way where a contracting utility has the power of eminent domain.

DEFINITIONS

As set forth in the Ordinance, the following definitions apply:

"Contract" means an agreement for public works or improvements to be performed, or for goods or services to be purchased or grants to be provided, at the expense of the City or to be paid out of moneys deposited in the treasury or out of the trust money under the control or collected by the City. "Contract" also means a written agreement for the exclusive use ("exclusive use" means the right to use or occupy real property to the exclusion of others, other than the right reserved by the fee owner) or occupancy of real property for a term exceeding 29 days in any calendar year, whether by singular or cumulative instrument, (i) for the operation or use by others of real property owned or controlled by the City for the operation of a business, social, or other establishment or organization, including leases, concessions, franchises and easements, or (ii) for the City's use or occupancy of real property owned by others, including leases, concessions, franchises and easements.

"Contract" shall not include: a revocable at-will use or encroachment permit for the use of or encroachment on City property regardless of the ultimate duration of such permit; excavation, street construction or street use permits, agreements for the use of City right-of-way where a contracting utility has the power of eminent domain; or agreements governing the use of City property that constitute a public forum for activities that are primarily for the purpose of espousing or advocating causes or ideas

and that are generally protected by the First Amendment to the United States Constitution or that are primarily recreational in nature

"Contractor" means any person or persons, firm partnership or corporation, company, or combination thereof that enters into a Contract with the City. "Contractor" does not include a public entity.

"Domestic Partner" means any person who has a currently registered domestic partnership with a governmental entity pursuant to state or local law authorizing the registration.

"Employee Benefits" means bereavement leave; disability, life, and other types of insurance; family medical leave; health benefits; membership or membership discounts, moving expenses; pension and retirement benefits; vacation; travel benefits; and any other benefit given to employees. "Employee benefits" shall not include benefits to the extent that the application of the requirements of this chapter to such benefits may be preempted by federal or state.

CONTRACTOR'S OBLIGATION TO PROVIDE THE CITY WITH DOCUMENTATION AND INFORMATION

Contractor shall provide the City with documentation and information verifying its compliance with the requirements of the Ordinance within ten (10) days of receipt of a request from the City. Contractors shall keep accurate payroll records, showing, for each City Contract, the employee's name, address, Social Security number, work classification, straight time pay rate, overtime pay rate, overtime hours worked, status and exemptions, and benefits for each day and pay period that the employee works on the City Contract. Each request for payroll records shall be accompanied by an affidavit to be completed and returned by the Contractor, as stated, attesting that the information contained in the payroll records is true and correct, and that the Contractor has complied with the requirements of the Ordinance. A violation of the Ordinance or noncompliance with the requirements of the Ordinance shall constitute a breach of contract.

EMPLOYER COMPLIANCE CERTIFICATE AND NOTICE REQUIREMENTS

(a) All contractors seeking a Contract subject to the Ordinance shall submit a completed Declaration of Compliance Form, signed by an authorized representative, with each proposal, bid or application. The Declaration of Compliance shall be made a part of the executed contract, and will be made available for public inspection and copying during regular business hours.

(b) The Contractor shall give each existing employee working directing on a City contract, and (at the time of hire), each new employee, a copy of the notification provided as Attachment "A."

(c) Contractor shall post, in a place visible to all employees, a copy of the notice provided as Attachment "B."

Attachment A

YOUR RIGHTS UNDER THE CITY OF SACRAMENTO'S NON-DISCRIMINATION IN EMPLOYEE BENEFITS CODE

On 6-22-06 (date), your employer (the "Employer") entered into a contract with the City of Sacramento (the "City") for GIS Strategic Plan (contract details), and as a condition of that contract, agreed to abide by the requirements of the City's Non-Discrimination In Employee Benefits Code (Sacramento Municipal Code Section 3.54).

The Ordinance does not require the Employer to provide employee benefits. The Ordinance does require that if certain employee benefits are provided by the Employer, that those benefits be provided without discrimination between employees with spouses and employees with domestic partners, and without discrimination between the spouse or domestic partner of employees.

The Ordinance covers any employee working on the specific contract referenced above, but only for the period of time while those employees are actually working on this specific contract.

The included employee benefits are:

- Bereavement leave
- Disability, life and other types of insurance
- Family medical leave
- Health benefits
- Membership or membership discounts
- Moving expenses
- Pension and retirement benefits
- Vacation
- Travel benefits
- Any other benefits given to employees

(Employee Benefits does not include benefits that may be preempted by federal or state law)

If you feel you have been discriminated or retaliated against by your employer in the terms and conditions of your application for employment, or in your employment, or in the application of these employee benefits, because of your status as an applicant or as an employee protected by the Ordinance, or because you reported a violation of the Ordinance, and after having exhausted all remedies with your employer,

You May . . .

- Submit a written complaint to the City of Sacramento, Contract Services Unit, containing the details of the alleged violation. The address is:

  City of Sacramento
  Contract Services Unit
  921 10th St., Room 402
  Sacramento, CA 95814-2714

- Bring an action in the appropriate division of the Superior Court of the State of California against the Employer and obtain the following remedies:

  - Reinstatement, injunctive relief, compensatory damages and punitive damages

  - Reasonable attorney's fees and costs

Attachment B

YOUR RIGHTS UNDER THE CITY OF SACRAMENTO'S NON-DISCRIMINATION IN EMPLOYEE BENEFITS CODE

If your employer provides employee benefits, they must be provided to those employees working on a City of Sacramento contract without discriminating between employees with spouses and employees with domestic partners.

The included employee benefits are.

- Bereavement leave
- Disability, life and other types of insurance
- Family medical leave
- Health benefits
- Membership or membership discounts
- Moving expenses
- Pension and retirement benefits
- Vacation
- Travel benefits
- Any other benefits given to employees

If you feel you have been discriminated against by your employer

You May . . .

O Submit a written complaint to the City of Sacramento, Contract Services Unit, containing the details of the alleged violation The address is:

City of Sacramento
Contract Services Unit
921 10th St., Room 402
Sacramento, CA 95814-2714

O Bring an action in the appropriate division of the Superior Court of the State of California against the employer and obtain reinstatement, injunctive relief, compensatory damages, punitive damages and reasonable attorney's fees and costs

Discrimination and Retaliation Prohibited.

If you feel you have been discriminated or retaliated against by your employer in the terms and conditions of your application for employment, or in your employment, because of your status as an applicant or as an employee protected by the Ordinance, or because you reported a violation of this Ordinance

You May Also . . .

Submit a written complaint to the City of Sacramento, Contract Services Unit, at the same address, containing the details of the alleged violation.

Client#: 6184 PSOMAS

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY) 06/27/06

PRODUCER
Dealey, Renton & Associates
P. O. Box 10550
Santa Ana, CA 92711-0550
714 427-6810

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
PSOMAS
11444 West Olympic Blvd.,Suite 750
West Los Angeles, CA 90064-1549

INSURER A: Hartford Fire Ins. Co.
INSURER B: Travelers Property Casualty Co of Am
INSURER C: American Automobile Ins. Co.
INSURER D: U.S. Specialty Insurance Company
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR X CONTRACTUAL X BFPD, XCU GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC	57CESOA1659 INDP. CONTRACTORS INCLUDED	10/15/05	10/15/06	EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS -COMP/OP AGG	$1,000,000 $1,000,000 $10,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	P810153D8928TIL05	10/15/05	10/15/06	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
	EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE AGGREGATE	$ $ $ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WZP80934662	10/15/05	10/15/06	X WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
D	OTHER Professional Liability	US051170301	10/15/05	10/15/06	$1,000,000 per claim $1,000,000 annl aggr.	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
General Liability policy excludes claims arising out of the performance of professional services
4SAC020300
GIS Strategic Plan
(See Attached Descriptions)

CERTIFICATE HOLDER | ADDITIONAL INSURED; INSURER LETTER: ____

City of Sacramento - Information Technology Dept.
Attn: Deborah Miles
1000 I Street, #120
Sacramento, CA 95814

CANCELLATION Ten Day Notice for Non-Payment of Premium

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

© ACORD CORPORATION 1988

DESCRIPTIONS (Continued from Page 1)

City of Sacramento is additional insured as respects to General Liability
as required by written contract.

COMMERCIAL GENERAL LIABILITY

POLICY NUMBER: 57CESOA1659

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES or CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City of Sacramento - Information
Technology Dept.
Attn: Deborah Miles
1000 I Street, #120
Sacramento, CA 95814

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.