



WEST BASIN MUNICIPAL WATER DISTRICT
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746

AGENDA NO. 25

DECEMBER 7, 2009 – Administration

Kwan (Chair), Smith

DECEMBER 28, 2009 – Board Meeting

Prepared by: Margaret Moggia

Submitted by: Margaret Moggia

Approved by: Rich Nagel

ACTION CALENDAR

TECHNOLOGY SERVICE CONTRACTS EXTENSION

SUMMARY:

West Basin Municipal Water District (West Basin) currently outsources its Information Technology (IT) Services for its desktop and network infrastructure, Geographic Information System (GIS) and application support for Lawson. In March 2009, the Board approved Pacific Technology, Inc. to facilitate the development of an Information Technology Master Plan (Plan). Part of the review was to assess the IT service delivery on its outsourced services and to determine if and where an internal position would be more appropriate.

The completion of the Plan report in November 2009 provided a number of recommendations on IT service delivery that includes a continuation of network support at a limited level and hiring of an IT coordinator and a GIS specialist. Near term, the Plan recommends the hiring of the IT coordinator. To develop the appropriate job descriptions, budget for the position in the new Fiscal Year, and initiate the hiring process, staff estimates the new position will be in place by August 2010.

Until the IT coordinator is hired, the continuation of the services provided by Prosum Technology Services (provides desktop and network support) and Schafer Consulting (application support for Lawson, document and maintenance management) are essential to appropriately maintain these critical services to meet the business needs of West Basin.

In order to adequately budget for two new IT positions for August 2010 and maintain critical IT services, as a bridge staff is recommending amending the contracts with Prosum in the amount of \$80,000 and with Schafer in the amount of \$50,000 and extending the term of both contracts through August 2010.

STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 4: Sound Financial & Resources Management – West Basin is committed to efficient business operations, financial planning and asset management.

FISCAL IMPACTS:

Funds for IT Services are included in the Fiscal Year 2009-10 Finance and Support Services Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Administration Committee on December 7, 2009 and recommended for approval at the December 28, 2009 Board meeting.

RECOMMENDED MOTION:

That the Board authorizes the General Manager to amend the following contracts for IT services:

1. Prosum Technologies, Inc. for an additional \$80,000 for help desk and network support for a total not-to-exceed amount of \$399,000 and extend the term through August 2010; and
2. Schafer Consulting for an additional \$50,000 for application support (i.e. Lawson, document and maintenance management, and business intelligence) for a total not-to-exceed amount of \$125,000 and extend the term through August 2010.

LIST OF EXHIBITS:

None.