



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

AGENDA NO. _____

MARCH 2, 2009 – Administration

Little (Chair), Dear

MARCH 23, 2009 – Board Meeting

Prepared by: David Shull / Margaret Moggia

Submitted by: Margaret Moggia

Approved by: Rich Nagel

ACTION CALENDAR

TECHNOLOGY SUPPORT SERVICES EXTENSIONS

SUMMARY:

Currently, staff is finalizing the solicitation process to select a firm to develop a district-wide Information Technology Master Plan (Plan). It is anticipated the project will start in April 2009 and may take up to 24 weeks to complete (or completion date of October 2009). It will take time to implement the Plan recommendation changes. Anticipated recommendations could include improvements to the infrastructure (cabling upgrades, wireless technology, network equipment for copying and scanning needs, and perhaps video conferencing), support service structure, and business process optimization. In addition, staff anticipates a review of the structure of the outsource support services to ensure that West Basin's needs continue to be met with the advancements made in technology.

Staff has identified agreements for two critical services, described below, that will terminate on August 29, 2009, prior to the anticipated completion of the Plan. Staff is requesting term extensions and additional costs for these agreements through December 31, 2009 to allow for continued uninterrupted service while the Plan is being developed. Staff has confirmed that the respective services will continue at their current rate for the extended period.

Technology Support Services

Support services are provided by Prosum Technology Services, a technology firm located in El Segundo. West Basin receives four days of support for help desk and network administration to manage the seven servers, data backups, technical advice, and help desk support to the approximately 35 users.

Staff recommendation is to extend the term through December 31, 2009 for support services through December 31, 2009 for an amount not-to-exceed \$65,000.

Network and High Usage Copiers

Staff's in-house printing needs for reports, Board packets, correspondence and other reproduction needs is met by a network color copier and a high usage black & white copier from Xerox.

Staff recommendation is to extend the term through December 31, 2009. The average monthly cost is approximately \$3,000 per month for four months for a total not-to-exceed amount of \$12,000.

Cost for this agreement vary and are based, in part, on actual usage of the machines for additional copier services.

STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 8, Finance – Manage finances to optimize the public’s investment return and minimize risk.

COMMITMENT STATEMENT:

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

FISCAL IMPACTS:

Funds for technology support services and copier lease are included in the Fiscal Year 2008-09 Finance and Support Services Budget and will be included in the Fiscal Year 2009-10 Finance and Support Services Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed at the Administration Committee on March 2, 2009 and recommended for approval at the March 23, 2009 Board meeting.

RECOMMENDED MOTION:

Authorize the General Manager to amend the following service agreements:

1. Amend agreement W1860 with Prosum Technology Services for an additional amount not-to-exceed \$65,000 for a total not-to-exceed contract amount of \$319,000 and extend the contract term to December 31, 2009; and
2. Amend agreement B1520 with Xerox Corporation for an estimated monthly cost of \$3,000 per month for a total not-to-exceed amount of \$12,000 and extend the contract term to December 31, 2009.

LIST OF EXHIBITS:

None.