



Agenda Submittal

Agenda #: 36 **Status:** Approved
Type: Contract **Department:** Workforce Development Board
File #: 17-484 **Contact:** Heather Henry, 863-3501
Agenda date: 6/27/2017 **Final action:** 6/27/2017
Title: Approve a contract amendment with Interactive Technology Services from \$47,785 to an amount not to exceed \$84,745 for additional equipment and other necessary costs associated with the expansion of space in the Vallejo and Fairfield as well as the new facility in Vacaville; and Authorize the President/Executive Director to sign the contract
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Contract, 2. B - Link to Original Contract, 3. Executed Contract, 4. Minute Order

Date	Ver.	Action By	Action	Result
6/27/2017	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Workforce Development Board (WDB) of Solano County recommends that the Board of Supervisors:

- 1) Approve a contract amendment with Interactive Technology Services increasing the maximum contract amount to \$84,745; and
- 2) Authorize the President/Executive Director to sign the contract.

SUMMARY:

On May 15, 2017 the WDB approved a contract amendment with Interactive Technology Services increasing their total contract budget from \$47,785 to \$84,745 for additional network, equipment and other necessary costs associated with the expansion of space in the Fairfield and Vallejo offices and the inclusion of a new office in Vacaville. Interactive Technology's current contract is for October 1, 2017 through September 30, 2018. All expansion services are expected to be completed by the end of the current contract period.

FINANCIAL IMPACT:

This action has no general fund financial impact. The contract amendment will be paid by the two Health & Human Service contracts held by the Workforce Development Board beginning July 1, 2017.

DISCUSSION:

In mid-January 2017 County H&SS staff met with the WDB staff to inquire if there was any interest on the part of the WDB to have a second sole-source contract with the County to operate their Job Club project. WDB staff immediately indicated interest in this second contract with the County and in mid-February submitted two contract proposals; the first was for the continuation of the Expanded Subsidized Wage project what we call

“Success Track” and the second was for the Job Club project, what we call “Pathway to Employment”. With the addition of the Pathway to Employment project the WDB must expand their footprint in Vallejo and to lease a new space in Vacaville. Both contracts have an implementation date of July 1, 2017. However, since the funding for this new project is not available until July 1st and the County has not provided any start-up funds, the necessary work in Vallejo and Vacaville will not begin until July 1st. While services in Vallejo would be tight for the first month, the start-up of the Vacaville site would be delayed until late August or early September 2017.

The expansion in Vallejo and new site in Vacaville will now require additional services by Interactive Technology which weren’t anticipated when the original contract was awarded back in October of 2016 to accommodate the requirements/services needed for the new County project. As noted above staff is requesting that the current contract with Interactive Technology be increased by \$36,960 to complete the added network needs in both Vallejo and Vacaville. These additional services include, additional wiring to support the expansion in Vallejo and the complete set up in Vacaville, testing of staff and participant computers; the set-up and testing of phones, fax machines and printers.

In August 2016 staff published and distributed a new Network Administration Services RFP to 16 local and regional firms that provide Network Administration. A Bidders Conference was held on August 23rd with a proposal submittal deadline of 5:00 p.m. on August 29th. While two strong proposals were received Interactive Technology Services received a score of 197 out of 200 possible points. The second proposer received 179.5 points out of a possible 200 points.

As described in the current contract with Interactive Technology’s, upon successful completion of this first year contract they would be eligible for two additional 12 month contract renewals for a maximum service level of three (3) years. At the completion of those three years staff will again publish and distribute a new RFP for Network Administration services.

ALTERNATIVES:

The Board of Supervisors could choose not to approve this contract amendment and provide staff with alternative suggestions on how to expand the network capabilities in Vallejo and establish network capabilities in Vacaville.

However, this approach would significantly delay the start-up of a Vacaville site and could pose some installation and connectivity problems between two different network providers.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved the contract as to form. The County Administrator’s Office has been consulted and concurs with the recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION