



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: August 7, 2024

To: Honorable Mayor and City Council Members

From: Rochelle Clayton, Acting City Manager,
Rolland Kornblau, Director of Information Technology

Department: Information Technology

Subject: **Authorize the issuance of purchase orders for the ongoing maintenance and support services for annual software and hardware usage fees with Atel Communications, Solutions Simplified for DocuSign Software Services, Tyler Technologies, Harris Computers, NPA Computers, Verizon, Frontier and 5-year subscription with Neogov (All Wards)**

Recommendation:

It is recommended that the Mayor and City Council of the City of San Bernardino, California,

1. Authorize the City Manager to execute a Professional Services Agreement with Atel Communications; and
2. Authorize the Interim Director of Finance to execute the ongoing purchase orders for Annual Usage Fees, Software Maintenance, and Hardware Maintenance with Atel Communications, Solutions Simplified for DocuSign, Tyler Technologies, Harris Computers, NPA Computers, NeoGov 5-year subscription, Verizon and Frontier. The combined total should not exceed \$1,785,621.47 for fiscal year 2024/25.

Executive Summary

The City of San Bernardino is advancing its technological framework to enhance overall efficiency and productivity. This includes acquiring new hardware and software to foster innovation and provide support for existing systems. The staff is seeking approval for nine (9) ongoing purchase orders covering annual fees and maintenance costs, with a budget that includes a 10% contingency for unforeseen changes. Contracts and quotes are provided, except for Verizon and Frontier. The projected expenses for Verizon and Frontier are calculated using the monthly expense report from fiscal year 2023/24. This report details the monthly costs incurred. The estimate

includes an additional 10% contingency to accommodate the anticipated rise in users for the fiscal year 2024/25.

Background

The City of San Bernardino actively continues to Upgrade and maintain its technology infrastructure as an ongoing endeavor, with annual procurements that are essential for the deployment of innovative solutions across various city departments. These purchases are annual reoccurring charges for Usage Fees, Software Maintenance, and Hardware Maintenance, reflecting the city's proactive approach to technology management. The annual agreements are with trusted vendors—Atel Communications for communication systems, Neogov for the recruitment system and onboarding for HR, Solutions Simplified for DocuSign to streamline digital signatures, Tyler Technologies for public sector software, Harris Computers for financial management systems, NPA Computers for out of warranty hardware, and Verizon and Frontier for internet connectivity and telephone services.

Discussion

Staff is requesting authorization to issue nine (9) ongoing purchase orders for Annual Usage Fees, Software Maintenance, and Hardware Maintenance. Staff has developed an estimated annual cost based on expected usage and an annual fixed amount provided from the vendor through signed contracts, quotes and expense reports. Additionally, staff is purposing to add a 10% contingency to account for slight changes in products or support functions during the fiscal year. Enclosed are the contracts and quotes for all services, with the exception of Verizon and Frontier, which are categorized as monthly utility expenses. The projected expenses for Verizon and Frontier have been estimated using the average costs from the previous fiscal year provided through the expense report, with an additional 10% contingency factored in. This adjustment is intended to account for the expected increase in users for the fiscal year 2024/25.

VENDOR	Amount	Contingency (10%)
Tyler-CAD (Public Safety)	\$399,797.69	\$439,777.46
Tyler - AEGIS (Finance)	\$208,568.56	\$229,425.42
ECS Imaging Inc (Public Safety)	\$20,046.25	\$22,050.87
Verizon (MDC Public Safety)	\$119,350.00	\$131,285.00
Frontier California (Landline Service)	\$207,845.00	\$161,932.76
Atel Communications (Phone Service)	\$40,903.88	\$44,994.27
Harris Computers (Payroll)	\$57,451.04	\$63,196.14
Verizon (Mobile Phone Service)	\$201,600.00	\$221,760.00
NPA Computers (Out of Warranty Services)	\$35,880.00	\$39,468.00
NeoGov 5-year (Recruitment System& On Boarding)	\$431,731.55	431,731.55

2021-2025 Strategic Targets and Goals

Authorization of the ongoing purchase orders aligns with Key Target No. 2: Focused, Aligned, Leadership and Unified Community. Software and hardware applications are maintained to achieve operational efficiencies and support the organizational effectiveness of evolving processes.

Fiscal Impact

The fiscal impact for this item is \$1,785,621.47. There is sufficient funding in the Department's Operating Budget for FY24/25 to fund these purchases.

Conclusion

It is recommended that the Mayor and City Council of the City of San Bernardino, California,

1. Authorize the City Manager to execute a Professional Services Agreement with Atel Communications; and
2. Authorize the Interim Director of Finance to execute the ongoing purchase orders for Annual Usage Fees, Software Maintenance, and Hardware Maintenance with Atel Communications, Solutions Simplified for DocuSign, Tyler Technologies, Harris Computers, NPA Computers, NeoGov 5-year Subscription, Verizon and Frontier. The combined total should not exceed \$1,785,621.47 for fiscal year 2024/25.

Attachments

Attachment 1 - Atel – Maintenance Agreement Renewal FY 25-25

Attachment 2 - Atel - NEC Software Assurance

Attachment 3 - ECS - Laserfiche Annual Renewal - FY 24-25

Attachment 4 - Solutions Simplified - DocuSign Quote - 2024-6-13

Attachment 5 - Tyler for PD - CAD Annual Renewal - FY 24-25

Attachment 6 - Harris Computers – Renewal FY 24-25

Attachment 7 - NPA Computer Quote - FY 24-25

Attachment 8 - Tyler Technologies - AEGIS Renewal - FY 24-25

Attachment 9 - Verizon Expense Report

Attachment 10 - Frontier Expense Report

Attachment 11 – NeoGov Order Form - 5 YR

Ward:

All Wards

Synopsis of Previous Council Actions:

July 19, 2023 The Mayor and City Council adopter the purchase authorization for 2023-24 Annual Usage Fees, Software Maintenance, and Hardware Maintenance.

June 15, 2022 The Mayor and City Council adopted the purchase authorization for FY 2022-23 Annual Usage Fees, Software Maintenance, and Hardware Maintenance.

October 5, 2022 The Mayor and City Council adopted the execution of Annual Professional Agreements with Solutions Simplified, NPA Computers, and Atel Communications.