

Item 5

Action Item

Approval and ratification of Contracts over \$100,000

SUMMARY:

This item presents contracts over \$100,000 that require Commission approval or ratification.

RECOMMENDATION:

Staff recommends that the Commission adopt the following motion:

The Commission ratifies the following contracts and contract amendment:

- 1) C&G Technology contract in the amount of \$197,500 for additional IT programmer services;
- 2) Providence Technology Group contract in the amount of \$245,000 for enhancements to the Cal-SOAP database;
- 3) Global Blue DVBE, Inc. contract amendment adding \$296,000 and extending the term of the contract to September 2017, for project-manager services for the Grant Delivery Modernization Project during 2016-17.

BRIEF HISTORY OF KEY ISSUE(S):

Assignment Policy 3 of the Governance Policies and Procedures provides:

A The Executive Director is authorized under state law, to enter into contracts with a third-party service or product vendors in an amount not to exceed \$100,000 or more. However, in the event an emergency approval is necessary for a contract over \$100,000, the Executive Director may approve such contract with simultaneous notification to the Commission. Such emergency approval shall be ratified at the next regularly scheduled Commission meeting, and if not ratified, the contract shall be canceled. Serial contracts or commitments with the same vendor in a manner that circumvents the intent of this policy are prohibited.

The Executive Director had informed the Chair and Vice Chair on June 30, 2016, and notified Commissioners, of two contracts greater than \$100,000 as required by Assignment Policy 3. The first contract was with C&G Technology to provide CSAC with additional IT programmer services to

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work on projects and tasks for the current Grant Delivery System for one year. The amount of the contract was \$197,500. This contract had gone through the required State contract processes.

The second contract was with Providence Technology Group for enhancements to the Cal-SOAP database. The enhancements were requested by Cal-SOAP project directors to facilitate data retrieval from the database by the Cal-SOAP projects. This contract had also gone through the required State contract process.

On August 29, 2016, the Executive Director informed the Chair and Vice Chair of the contracts and notified Commissioners of a third contract greater than \$100,000 as required by Assignment Policy 3. This was a contract amendment with Global Blue DVBE, Inc. to add \$296,000 and extend the contract for a year, to September 2017, for project-manager services for the Grant Delivery System Modernization Project.

ANALYSIS:

C&G Technology contract

The contract with C&G Technology provides temporary, short-term assistance for IT staff to support and manage the current Grant Delivery System. This includes fixing defects and re-programming the system, as necessary, to accommodate new legal or administrative changes made necessary by action by the State, by CSAC, itself, and by the federal government.

Providence Technology Group contract

The contract with Providence Technology Group will make the Cal-SOAP database more operationally useful and efficient for the Cal-SOAP project directors.

The contract with C&G Technology was funded from CSAC operations savings during 2015-16 resulting from unexpected vacancies, and the funding for the Cal-SOAP contract came from a portion of 2015-16 Cal-SOAP funding specifically pooled and authorized for this purpose. Thus, both contracts were signed by June 30, 2016 to avoid expiration of the funding.

Global Blue DVBE, Inc. contract

The Global Blue DVBE, Inc. contract amendment is necessary to continue the current project manager for the Grant Delivery System Modernization (GDSM) Project. The 2016 Budget Act appropriated the funds for the GDSM Project to pay for this contract amendment. The amendment was signed on August 26, 2016 to avoid expiration of the contract.

Staff recommends ratification of the contracts and contract amendment.

RESPONSIBLE PERSON(S):

Keith Yamanaka
Chief Deputy Director