



**THE PORT
OF LOS ANGELES**
Executive Director's
Report to the

Board of Harbor Commissioners

DATE: MAY 24, 2012

FROM: INFORMATION TECHNOLOGY

SUBJECT: RESOLUTION NO. _____ - FIRST AMENDMENT TO AGREEMENT NO. E6592 BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND FIRST CALL TEMPORARY SERVICES, INC. FOR COMPUTER OPERATOR SERVICES

SUMMARY:

The Information Technology (IT) Division is requesting approval of the First Amendment to Agreement No. E6592 with First Call Temporary Services, Inc. (First Call), located in Torrance, California, to provide computer operator services for the computer system at the City of Los Angeles Harbor Department (Harbor Department). These services are needed to augment staffing during the extended leave of the Harbor Department's night-shift Senior Computer Operator.

On June 14, 2011, Agreement No. E6592 was approved as a one-year Executive Director Agreement in the amount of \$24,000. Because of a recent extended employee leave, the proposed First Amendment is needed to extend the term of the Agreement for an additional two years until June 13, 2014. The proposed First Amendment would also increase the total Agreement amount by \$120,000, for a new total not-to-exceed \$144,000. The selection of First Call was based on a competitive Request for Proposals (RFP) process performed by the Harbor Department in March 2011.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that in accordance with the Los Angeles City Charter Section 1022, it is more feasible for outside contractors to perform this work than City employees;
2. Approve the First Amendment to Agreement No. E6592 with First Call Temporary Services, Inc. for computer operator services to increase the total Agreement amount by \$120,000 from \$24,000 to \$144,000 and extend the Agreement term an additional two years for a total term of three years;
3. Authorize the Executive Director to execute and the Board Secretary to attest to the proposed First Amendment; and
4. Adopt Resolution No. _____.

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DISCUSSION:

Background –The Senior Computer Operator is responsible for ensuring the completion of all nightly transaction processing for the Harbor Department’s billing and financial systems, the completion of system backups, assessing and assigning Help Desk calls; performing first-level problem determination and resolution; and assigning work order tickets to appropriate second-level support.

In March 2011, the Harbor Department’s night-shift Senior Computer Operator went on extended leave. His absence made it necessary for the IT Division to release a RFP in March 2011 for temporary computer operator services, through which First Call was selected. On June 14, 2011, the Harbor Department entered into a one-year Agreement with First Call for an Agreement amount not-to-exceed \$24,000 (Transmittal 1). The services provided by Agreement No. E6592 were for part-time and as-needed services during the Senior Computer Operator’s leave and return back to full-time work.

Proposed First Amendment – In April 2012, the same Senior Computer Operator went on an extended leave, which requires an extension of these services for up to two years. The proposed First Amendment (Transmittal 2) will provide temporary full-time, computer operator services for a term of up to two additional years, from one year to three years, and increase the maximum payable amount by \$120,000, from \$24,000 to \$144,000. The Harbor Department is not committed to spending this entire amount.

This Agreement will be used while outreach is done to other City Departments for a temporary computer operator. Staff met with the Union representative and they have no objections with this approach.

Selection Process – The selection of First Call is based on a competitive RFP process performed by the Harbor Department in March 2011. Two firms responded to the RFP and submitted proposals. The selection committee, comprised of individuals from the Harbor Department’s IT and Finance Divisions, evaluated the proposals based on: 1) firm’s qualifications, experience and references; 2) project organization, personnel and staffing; 3) project approach, work plan, management and timeline; 4) rates, fees and budget control; and 5) quality and responsiveness of the proposal. Based on the scoring criteria, the selection committee selected First Call.

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ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of a First Amendment to an Agreement with First Call to extend the term and amount of the Agreement. As an administrative activity, the Director of Environmental Management has determined that the proposed action is exempt from the California Environmental Quality Act (CEQA) in accordance with Article II, Section 2(f) of the Los Angeles City CEQA Guidelines.

ECONOMIC BENEFITS:

This Board action will support one full-time-equivalent direct job.

FINANCIAL IMPACT:

The current one year Agreement will be extended an additional two years for a total of three years and the Agreement authority will increase from the current amount of \$24,000 to \$144,000, or an additional \$120,000 (\$60,000 in each of the proposed two additional years). To date \$24,000 of the original \$24,000 authority amount has been expended in the current Fiscal Year 2011/12.

In Fiscal Years 2012/13 and 2013/14, the anticipated expenditure per year will be \$60,000. Funds for Fiscal Year 2012/13 are available in the IT Division budget in Center 0640, Program 000, Account 54290.

Upon Board approval, future fiscal year funds for 2013/14, as shown in the table below, will be requested to be budgeted as part of the annual budget adoption process:

Fiscal Year	Anticipated Amount
2011/12 (CURRENT)	\$24,000
2012/13 (PROPOSED)	\$60,000
2013/14 (PROPOSED)	\$60,000
Total Not-To-Exceed Amount	\$144,000

A Termination for Non-Appropriation of Funds Clause (also known as a Funding Out Clause) is included in the Agreement.

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CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the First Amendment as to form and legality.

TRANSMITTALS:

1. Agreement No. E6592 with First Call
2. First Amendment to Agreement No. E6592

FIS Approval: KP (initials)
CA Approval: m (initials)




LANCE KANESHIRO
Chief Information Officer



MOLLY CAMPBELL
Deputy Executive Director

APPROVED:



GERALDINE KNATZ, Ph.D.
Executive Director

LK:lg