

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Increase the Contract Amendment Authority for KDH Consulting, Inc. to a Total Contract Amount of \$400,000 to Provide Advanced Network and Help Desk Support
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Karen Mast, IT Manger
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On March 9, 2020, the City Manager executed a contract with KDH Consulting, Inc. for advanced network support, Contract #9588. Since that time, this contract has been amended five (5) times. The City Council authorized the City Manager to execute the fourth of these five contract amendments on November 21, 2022. The staff report for this contract amendment can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport112221-7c.pdf>.

Staff is now requesting that the City Council authorize the City Manager to execute a sixth amendment to the contract with KDH Consulting to increase the total compensation by \$100,000, for a new not to exceed total amount of \$400,000.

KDH Consulting, Inc. has been providing advanced network support to augment the City's Network Administrator position for several years. In 2021, a workload study was performed by Rick Berman, LLC that determined that contractual services for these types of services was providing the City with good value. The contract allows the City to have access to additional network resources including advanced network support to augment the City's network and IT support staff and provide flexibility for network projects and incidents.

In accordance with Shoreline Municipal Code (SMC) Section 2.60.040 D1(c), City Council approval is required for this contract amendment because the requested contract increase amount exceeds the City Manager's contract change order/amendment authorization limit of \$100,000. Due to an administrative error, this contact amendment was fully executed prior to Council approval.

RESOURCE/FINANCIAL IMPACT:

In accordance with City Purchasing requirements, staff executed Amendment 1 to increase the original contract amount by \$19,000 from \$26,000 to a not to exceed amount of \$45,000. Amendment 2 increased the contract amount by \$30,000 from

\$45,000 to a not to exceed amount of \$75,000 and extended the end date from December 31, 2020, to December 31, 2021. Amendment 3 was executed on July 21, 2021, to increase the contract amount by \$40,000 from \$75,000 to a not to exceed amount of \$115,000. Amendment 4, which the City Council approved on November 22, 2021, increased the contract amount by \$85,000 from \$115,000 to a not to exceed amount of \$200,000 and extended the end date from December 31, 2021 to December 31, 2022. Amendment 5 increased the contract amount by \$100,000 to a not to exceed amount of \$300,000 and extended the end date to December 31, 2023. The amendment being requested tonight is Amendment 6 to the contract, which proposes to increase the contract by \$100,000 to a new not to exceed amount of \$400,000. The IT Division Budget was increased in the last budget cycle to include sufficient funds to cover this contract.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute an amendment to the current Network and Help Desk Support contract with KDH Consulting, Inc. by \$100,000 to a new not to exceed amount of \$400,000.

ATTACHMENTS:

Attachment A: KDH Consulting, Inc. Contract Amendment 9588.06

Approved By: City Manager **BE** City Attorney **MK**

Contract # 9588.06 – KDH Consultants, Inc. – Advanced Network Support

Exhibit A

Scope of Work

- I. KDH Consulting, Inc. shall provide advanced network support to augment the Network Administrator position at the City of Shoreline as follows;
 - 1) Regular onsite support by experience Network consultant to assist in answering advanced network administration design, documentation, security and support. Schedule of onsite visits shall be set by IT Manager and KDH Account Manager;
 - 2) Assistance with advanced network projects including IT security projects, network design and development, connectivity availability and redundancy and other projects agreed upon by IT Manager and KDH Account Manager;
 - 3) Remote network support and backup network support as needed and agreed upon by IT Manager and KDH Account Manager;
 - 4) Documentation of any network infrastructure changes made by consultant.
- II. The agreed upon fees for these services are as follows;
 - 1) \$200 per hour for advanced network support engineer, billed as incurred and not to exceed contract amount unless amended by both parties. Travel time billed at \$100.00 per hour. All time billed in ¼ hour increments.
- III. IT Manager and KDH Account Manager will meet quarterly to review performance and set objectives and priorities for the KDH advanced network support personnel.
- IV. In the event the City or KDH Consulting, Inc. desires to terminate the contract the contract termination rules shall apply.