



## **CITY OF MENIFEE**

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SUBJECT: Agreement Amendment with SDI Presence LLC for As-Needed Professional Information Technology Support Services

MEETING DATE: August 16, 2023

TO: Mayor and City Council

PREPARED BY: Antonio Chavez, Management Analyst

REVIEWED BY: Ron Puccinelli, Chief Information Officer

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with SDI Presence LLC in an amount not-to-exceed \$12,000 for Fiscal Year 2022/2023 for as-needed professional Information Technology support services, for a revised total of \$45,333.

### **DISCUSSION**

The Menifee Information Technology (IT) Department utilizes as-needed contract services for professional IT support services to maintain high-quality services essential to address the rapidly evolving needs of our City's IT infrastructure and to maintain a commitment to providing effective services and support to all City staff's IT needs.

#### **Temporary Nature of As-Needed External IT Support**

Relying on external IT support allows the IT Department to maintain high-quality services without overburdening our existing staff. This temporary measure ensures that the City's IT needs are met during the staff recruitment and training process, which may take some time given the competitive nature of the IT industry and the need to identify candidates with the appropriate skills and expertise. Once the IT Department is fully staffed and adequately trained, we anticipate that the reliance on as-needed IT support services would decrease, reducing costs in the foreseeable future.

The current Agreement is insufficient due to the increased need for support services while the Department continues its recruitment efforts. Consequently, staff is recommending the execution of an Amendment to the existing agreement to increase the contract amount by \$12,000 for a total not-to-exceed amount of \$45,333 for the close of last fiscal year.

All other terms of the Agreement, including scope and term of services would remain the same.

**STRATEGIC PLAN OBJECTIVE**

Regular City Business

**FISCAL IMPACT**

The fiscal impact for this item is \$12,000 and is currently available within the Fiscal Year 2022/2023 Budget in the Information Technology – Professional Services Account No. 110-4115-52800.

**ATTACHMENTS**

1. Original PSA – SDI Presence LLC
2. Amendment No. 1 – SDI Presence LLC