

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to proposed First Supplemental Agreement to Contract No. C-125311 with PSI Services, LLC (PSI Services) to extend the term by one year from December 1, 2014 to November 30, 2018 for civil service testing and other testing related services.

Recommendation for Council action:

AUTHORIZE the General Manager, Personnel Department, to execute the First Supplemental Agreement with PSI Services to extend the term by one year from December 1, 2014 to November 30, 2018 for civil service testing and other testing related services on an as-needed basis.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that funding is available in the Personnel Department's budget, Fund No. 100, Contractual Services Account No. 3040 for this purpose. There will be no additional impact on the General Fund. The First Supplemental Agreement to Contract No. C-125311 complies with the City's Financial Policies in that the City's financial obligation is limited to funds budgeted for services rendered per the terms of the Agreement.

Community Impact Statement: None submitted.

TIME LIMIT FILE - MAY 12, 2018

(LAST DAY FOR COUNCIL ACTION - MAY 11, 2018)

Summary:

On March 21, 2018, your Committee considered a March 13, 2018 CAO report relative to proposed First Supplemental Agreement to Contract No. C-125311 with PSI Services to extend the term by one year from December 1, 2014 to November 30, 2018 for civil service testing and other testing related services. According to the CAO, the Personnel Department is requesting approval to execute the Supplemental Agreement with PSI Services to provide civil service test development and testing-related services on an as-needed basis. The proposed Supplemental Agreement will extend the term by one year for a total four-year term effective December 1, 2014 to November 30, 2018 and maintain the maximum compensation at \$900,000.

The City released a Request for Qualifications (RFQ) on July 23, 2014, to identify contractors able to assist with test development and administrative services. The City found the Contractor possessed the expertise and personnel required to provide such services and entered into Contract No. C-125311 with PSI on December 1, 2014. The City's total maximum obligation was not to exceed \$750,000. On December 1, 2015, the City executed a First Amendment extending the services through November 30, 2016, whereas the City's total obligation remained the same. On June 22, 2017, the City executed a Second Amended and Restated Agreement extending the services for one additional year through November 30, 2017, whereas the City's total obligation was amended to increase the total compensation payable to Contractor to an amount not to exceed \$900,000. The City is still in need of these services, and requests an extension to this contract for one additional year to provide continued assistance and

augmentation of the Department's civil service test development objectives.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the First Supplemental Agreement to Contract No. C-125311 with PSI Services. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
HARRIS-DAWSON:	YES
ENGLANDER:	ABSENT

ARL
3/21/18

-NOT OFFICIAL UNTIL COUNCIL ACTS-