

DATE: May 23, 2016

TO: Watershed Conservation Authority Governing Board

FROM: Salian Garcia, Fiscal Manager

THROUGH: Mark Stanley, Executive Officer

SUBJECT: Item 12: Consideration of a resolution to approve a contact amendment with Simon Computer Solutions, Inc. for Information Technology Services.

RECOMMENDATION: The WCA Governing Board approve a contract amendment with Simon Computer Solutions, Inc. for Information Technology Services increasing the contract by \$4,000 to a new Not to Exceed contract value of \$9,000.

BACKGROUND: As a part of operating expenses, the WCA outsources information technology services to maintain the Authority's hardware and software needs based on a monthly maintenance fee for on-call services. Apart from the annual IT on-call services, WCA budgeted upgrades to computer systems and software in the FY15/16 budget line item. With the addition of new staff, more complex work products and increasingly out-of-date hardware and software it became necessary to reexamine all of the Authority's equipment. Throughout the year, staff has experienced system failures, frozen machines requiring reboots, slow processing times and crashing software. The demands of the work being completed is far outstripping the ability of this older hardware to keep up and was beginning to impact staff's efficiency and ability to meet critical deadlines.

In response, the Rivers and Mountains Conservancy (RMC), as owner of the existing computer equipment and software licenses, implemented an IT upgrade program for the office over the last two months. As a result, WCA staff has begun to obtain new computer hardware and cloud based software purchased by the RMC, a savings to the WCA budget, and in turn the WCA will be responsible for the IT fees to install the new equipment and software and make the transition.

On top of the computer upgrades this year, WCA is required to begin implementing a long range plan to comply with a multi-year State IT system security upgrade and system isolation program. To begin the process, in concert with the computer upgrades, WCA purchased and installed a new dedicated server and moved to a Dropbox Business Solutions account for offsite data access and redundant cloud based back-up management.

Together these three budgeted actions will result in an add services change order to the to the current FY15/16 IT on-call services contract with Simon Computer Solutions, Inc. in the amount of \$4,000. (Exhibit A).

FISCAL INFORMATION: This contract amendment 1 will be funded from Operations Revenues in the amount not to exceed \$9,000 and will not exceed the FY15/16 budget of \$15,000 for this line item.

Exhibit A
 Simon Computer Solutions, Inc.
 38150 De Portola Road
 Temecula CA 92592

Item 12



Technology, simplified! (323) 620-3000

WCA
 Dena Tarighi
 100 N. Old San Gabriel Canyon Road
 Azusa CA 91702

Estimate # 0008
 Estimate Date November 20, 2015
Estimate Total (USD) \$3,580.00

Item	Description	Unit Cost	Quantity	Line Total
Project	New Server installation Project - Data copy, migration, set-up, configuration, testing, workstation configurations	125.00	4	500.00
	Data Copy and Dropbox setup/upload service (Out of hours)	145.00	4	580.00
Travel	Travel charges	50.00	4	200.00
Project	Workstation set-ups and configurations (min 2hrs per PC)	125.00	10	1,250.00
Software	DropBox for business Annual subscription (& users, @ \$12.50 per user, per month)	87.50	12	1,050.00
Estimate Total (USD)				\$3,580.00

Notes

These are minimum hours required to set up all equipment. Please allow a 20% contingency for overages.

AGREEMENT FOR CONSULTANT SERVICES – Amendment One

THIS AGREEMENT, made and entered into this 23rd day of May, 2016:

BY AND BETWEEN

Watershed Conservation Authority
(WCA), a joint powers authority
between the Rivers and Mountains
Conservancy (RMC) and the Los
Angeles County Flood Control
District

AND

SIMON Computer Solutions, Inc.
38150 De Portola Road
Temecula, CA 92592
Email: simon@callsimon.com
Phone: 323.620.3000,
hereinafter referred to as
"Consultant,"

The parties hereto do mutually agree to amend the agreement with respect to Section 3 only, as follows:

3. Consideration In consideration of the performance by Consultant in a manner satisfactory to WCA of the services described in Article 2 above, including receipt and acceptance of such work by the Executive Officer of the Watershed Conservation Authority (hereinafter called Executive Officer) or authorized representative, WCA agrees to pay Consultant a maximum not to exceed fee of Nine Thousand Dollars (\$9,000).

All other terms remain the same.

WCA

SIMON Computer Solutions, Inc.

By _____
Mark Stanley
Executive Officer

By _____
Simon Maguire
Owner

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RESOLUTION 2016-18

**RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY TO APPROVE A
CONTRACT AMENDMENT FOR INFORMATION TECHNOLOGY SERVICES WITH
SIMON COMPUTER SOLUTIONS, INC.**

WHEREAS, the Watershed Conservation Authority (WCA) has been established as a joint powers agency between the Rivers and Mountains Conservancy (RMC) and the Los Angeles County Flood Control District (District); and

WHEREAS, the Watershed Conservation Authority (WCA) has further been established to focus on projects which will provide open space, habitat restoration, and watershed improvement projects in both the San Gabriel and Lower Los Angeles Rivers watershed; and

WHEREAS, this action will approve a contract amendment for information technology services with Simon Computer Solutions, Inc. to increase the contract value to an amount not to exceed \$9,000; and

WHEREAS, this action is within the Fiscal Year 2015/2016 budget line item for information technology expense; and

WHEREAS, the proposed action is exempt from the provisions of the California Environmental Quality Act; NOW

Therefore be it resolved that the WCA hereby:

1. **FINDS** that this action is consistent with the purposes and objectives of the WCA.
2. **FINDS** that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA).
3. **ADOPTS** the staff report dated May 23, 2016.
4. **APPROVES** a contract amendment for information technology services with Simon Computer Solutions, Inc. to increase the contract value for FY15/16 to an amount not to exceed \$9,000.

~ End of Resolution ~

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Motion: _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On May 23, 2016

Brian Mejia, Chairperson

ATTEST: _____
Terry Fujimoto
Deputy Attorney General