



June 12, 2020

**TO:** CADA Board of Directors

**SUBJECT:** **June 19, 2020, Board Meeting**  
**AGENDA ITEM 8**  
**FY 2020 - 2021 NETWORK ADMINISTRATION CONTRACT**

**CONTACT:** Noelle Mussen, Finance Director

**RECOMMENDED ACTION:**

Staff recommends that the Board adopt a resolution awarding the FY 2020-2021 Network Administration contract to Network Design Associates in an amount not to exceed \$85,000.

**BACKGROUND**

Network Design Associates (NDA) currently provides computer network support services to CADA under its FY 19-20 annual service contract. This consists of regularly scheduled visits (a full day on Mondays and a half day on Thursdays) to provide on-site preventative maintenance and network trouble-shooting services, and additional hours on an as-needed basis.

NDA requested a rate increase in FY 19-20, Therefore, they have not requested another rate increase for FY 20-21.

NDA continues to be very responsive to CADA's needs, provides high-quality services, and has an in-depth understanding of our computer network infrastructure and software systems. Together, these factors establish the basis for a cost-effective and valuable working relationship with CADA.

**POLICY ISSUES**

CADA does not have a policy as to the length of time it retains consultants for network support services. NDA has been providing network support services to CADA since July 1998. This contract is being presented to the Board for approval because the proposed contract amount exceeds the Executive Director's \$50,000 contract authority limit for consultant contracts.

**STRATEGIC PLAN**

Maintaining a consulting contract for the maintenance of CADA's computer network supports CADA's strategic plan goal of fiscal responsibility.

**FINANCIAL IMPACT**

The cost of the proposed \$85,000 contract with NDA is included in the proposed FY 2020-2021 Operating Budget.

## **ENVIRONMENTAL REVIEW**

Not applicable. This is an administrative action and is not a project subject to the requirements of the California Environmental Quality Act (CEQA).

## **CONTRACT AWARD CONSIDERATIONS**

This is a renewal of a current contract. The contractor is a certified small business with both the State of California and the City of Sacramento.