



June 18, 2021

TO: CADA Board of Directors

SUBJECT: **June 25, 2021, Board Meeting**
AGENDA ITEM 9
FY 2021 - 2022 NETWORK ADMINISTRATION CONTRACT

CONTACT: Noelle Mussen, Finance Director

RECOMMENDED ACTION:

Staff recommends that the Board adopt a resolution awarding the FY 2021-2022 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 20-21 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 did not request a rate increase in FY 20-21 and is therefore requesting an increase for FY 21-22 which is still within the \$85,000 budgeted.

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 not to exceed contract with NDA is included in the proposed FY 2021-2022 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 one-year contract. The contractor is a certified small business with both the State of California and the City of Sacramento.

RESOLUTION NO. 21 - 24

Adopted by the Capitol Area Development Authority

June 25, 2021

**RESOLUTION AWARDING A NETWORK ADMINISTRATION CONSULTING CONTRACT
TO NETWORK DESIGN ASSOCIATES**

BE IT RESOLVED by the Capitol Area Development Authority:

That the Executive Director is hereby authorized to award, on behalf of the Authority, a consulting contract for one (1) year to Network Design Associates to provide network administration services.

The total compensation payable under the contract shall not exceed Eighty-Five Thousand Dollars (\$85,000).

Ann Bailey, Chair

ATTEST:

Jill Azevedo
Acting Secretary to the Board of Directors