



June 20, 2022

TO: CADA Board of Directors

**SUBJECT: June 24, 2022, Board Meeting
AGENDA ITEM 11
FY 2022 - 2023 NETWORK ADMINISTRATION CONTRACT**

CONTACT: Noelle Mussen, Finance Director

RECOMMENDED ACTION:

Staff recommends that the Board adopt a resolution awarding the FY 2022-2023 Network Administration contract to Network Design Associates in an amount not to exceed \$106,000.

BACKGROUND

Network Design Associates (NDA) currently provides computer onsite network support services to CADA under its FY 21-22 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.

Staff has proposed a net increase to this contract from \$85,000 to \$106,000. Typically NDA increases its rate every other year, with the last increase becoming effective in FY 21-22. Therefore, NDA did not request a rate increase for their Outsourced IT services (OIT) for FY 22-23.

The net increase to the contract is due to the inclusion of a new service from NDA for their Managed Services Program (MSP). This is a help desk service with remote assistance that will give staff access to IT services during the week instead of being limited only to the time NDA personnel is on site. This program will take over some of the OIT staff functions, so staff is proposing to reduce our current OIT hours to two half-days after a period of time, while still having funds available to complete required network infrastructure projects.

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 \$106,000 not-to-exceed contract with NDA is included in the proposed FY 2022-2023 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. 22 - 27

Adopted by the Capitol Area Development Authority

June 24, 2022

**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 One Hundred and Six Thousand Dollars (\$106,000).

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors