



June 23, 2023

TO: CADA Board of Directors

SUBJECT: **June 30, 2023, Board Meeting**
AGENDA ITEM 10
FY 2023 - 2024 NETWORK ADMINISTRATION CONTRACT

CONTACT: Noelle Mussen, Finance Director

RECOMMENDED ACTION:

Staff recommends that the Board adopt a resolution awarding the FY 2023-2024 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 22-23 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. As of last year, the contract now includes a help desk service through NDA's Managed Services Program (MSP). This services gives staff access to remote IT services during the entire week instead of being limited only to the time NDA personnel is on site.

With the MSP program taking the place of many Onsite IT (OIT) staff functions, staff is proposing a reduction to our current OIT hours of one full-day and one half-day, to two half-days, while still having funds available to complete required network infrastructure projects.

NDA last requested a rate increase in FY21-22. Consistent with its practice of increasing its rate every other year, NDA has requested a rate increase of \$5 per hour for FY 23-24. However, Staff has proposed a net decrease to this contract from \$106,000 to \$98,000 as this rate increase has been offset by our proposed reduction in OIT hours.

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. 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 \$98,000 not-to-exceed contract with NDA is included in the proposed FY 2023-2024 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.

Attachments:

1. Resolution

RESOLUTION NO. 23 - 28

Adopted by the Capitol Area Development Authority

June 30, 2023

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

THEREFORE, 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 Ninety-Eight Thousand Dollars (\$98,000).

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors