



104-0022021-002

Agenda Item **5(b)**
Meeting of October 19, 2021

MEMORANDUM

TO: Community Investment and Infrastructure Commissioners

FROM: Sally Oerth, Interim Executive Director

SUBJECT: Authorizing a First Amendment to the Personal Services Contract with Diamond Technology Services LLC, a California Limited Liability Company, to increase the contract amount by \$116,550 from \$45,000 to a total aggregate contract amount not-to-exceed \$161,550 for Database Development Services and to extend the term of the contract for two years

EXECUTIVE SUMMARY

The Office of Community Investment and Infrastructure's ("OCII") Microsoft Access Database has been the database management platform for storage and data for over 20 years. In July 2019, pursuant to a competitive selection based on OCII's Purchasing Policy, OCII entered into a Personal Services Contract with Diamond Technology Services, LLC ("Diamond Technology") to provide support for the Microsoft Access Database. During the term of that contract, the Microsoft Access Database experienced a serious technical malfunction due to an outdated version of SQL Server. In response to this malfunction, OCII staff determined the Microsoft Access Database should be migrated from SQL Server 2005 to SQL Server 2019. Additionally, staff identified a need for database administration and programming support until OCII can transition to a more current method of document storage. The proposed amendment adds these scopes to the contract.

OCII wishes to amend the Contract to increase the contract amount by \$116,550 from \$45,000 to an amount not-to-exceed \$161,550 to compensate Diamond Technology Services for the work required to transfer OCII's Microsoft Access Database to Microsoft SQL Server and for administration and programming support until June 30, 2024. OCII also wishes to extend the term of the contract for an additional two years from June 30, 2022, to June 30, 2024.

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Staff recommends approval of the First Amendment to the Personal Services Contract with Diamond Technology Services.

DISCUSSION

On July 1, 2019, OCII awarded a contract to Diamond Technology Services, LLC, to assist OCII with its Microsoft Access Database. The contract was awarded following multiple interviews with approved City and County of San Francisco vendors pursuant to OCII's Purchasing Policy, which allowed the selection of a contractor based on 3+ quotations for contracts less than \$50,000. After review and interviews of 4 vendors, OCII selected Diamond Technology, a small, local business enterprise (LBE).

During the term of the contract, the Microsoft Access Database experienced a serious technical malfunction due to an outdated version of SQL Server. In response, staff determined that the Microsoft Access Database should be migrated from SQL Server 2005 to SQL Server 2019. As a pilot case, Diamond Technology tested the migration of two databases: (1) OCII's Correspondence database (which is used for document control); and (2) OCII's Resolution database (which tracks Commission-approved Resolutions). This pilot migration was successful and resolved the technical malfunction in the migrated databases. As a result of this success, staff wish to fully migrate a total of 8 databases from SQL Server 2005 to SQL Server 2019.

Scope of Services

Diamond Technology will provide two types of services. First, eight databases will be fully migrated to the updated server. These databases are:

- Forward Calendar
- Contracts
- Payments
- Resolution Index
- Correspondence
- Bonds
- Storage Transmittal
- Lookup

The second type of services will be annual support which includes activities such as assisting with monitoring database efficiency, troubleshooting, report generation, and implementing disaster recover procedures.

Term

OCII anticipates transitioning to a more current method of document storage by June 30, 2024 but requires database administration and programming support for the Microsoft Access Database until that time. The term of the Contract with Diamond Technology ends June 30, 2022. This amendment extends the term of the Contract by two years to June 30, 2024 to allow Diamond Technologies to

continue to provide database and administration and programming support for the Microsoft Access Database until OCII transitions to a more current method of document storage.

Budget

OCII wishes to amend the Contract to increase the contract amount by \$116,550 from \$45,000 to \$161,550 to compensate Diamond Technology for the additional migration design and support work required to transfer OCII's Microsoft Access Database data to Microsoft SQL Server and to provide technical support until June 30th, 2024. The \$116,550 in additional funds are allocated as follows: \$56,550 for the database migration services and then a budget of up to \$20,000 per year, for a total of three years or up to \$60,000, for annual support services. The database migration services will be a fixed cost, however the annual support services will be on a time and materials basis.

Funding Source

Funding to support the Contract with Diamond Technology Services is contained within the Fiscal Year 21-22 budget, consistent with the administrative budget and the State Department of Finance in OCII's Recognized Obligations Payments FY 21-22, Line 1.

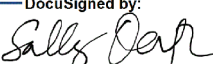
CALIFORNIA ENVIRONMENTAL QUALITY ACT

Data base migration and related support services are a Successor Agency administrative activity that does not constitute a "project" as defined by the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15378(b)(5), will not independently result in a physical change in the environment, and is not subject to environmental review under CEQA.

STAFF RECOMMENDATION

Staff recommends this Commission authorize the OCII Interim Executive Director to execute a First Amendment to the Personal Services Contract with Diamond Technology Services, LLC, to increase the contract amount by \$116,550, from \$45,000 to a total aggregate contract amount not-to-exceed \$161,550 and two increase the contract term by two years for a term that will expire June 30, 2024.

(Originated by Javarius James, Information Technology, and Senior Programmer Analyst)

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Sally Oerth

Interim Executive Director