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OFFICE OF THE CITY CLERK
OAKLAND

2010 JAN 28 PM 4:34

CITY OF OAKLAND
AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: FMA/Parking Operations
DATE: February 9, 2010

RE: **Resolution Authorizing the City Administrator to Negotiate and Execute a Contract Between the City of Oakland and _____ [Selected Contractor] to Provide a Parking Citation Administration and Revenue Reconciliation System (CARRS) at an estimated Cost of Nine Hundred Thousand Dollars (\$900,000) per Year for Three Years with Two One-Year Options to Renew**

SUMMARY

On January 12, 2010, the Finance and Management Committee considered the adoption of a Resolution Authorizing the City Administrator to negotiate and execute a contract between the City of Oakland and ACS State and Local Solutions, Inc. (ACS) to provide a parking Citation Administration and Revenue Reconciliation System (CARRS) at an estimated cost of \$900,000.

Given additional revenue guarantees proposed by both companies and to ensure a level playing field for both companies, the Committee directed staff to request that the two proposers submit their last and final offers regarding price and revenue guarantee.

FISCAL IMPACT

The current fiscal year budgeted revenue for citation fines is \$27.7 million and represents the net revenue to the City after citation management fees have been deducted. The cost of the CARRS contract is incurred as a per-citation processing fee for an estimated volume of 525,000 citations plus additional fees for special collection efforts. The fees charged by a contractor are anticipated to cost up to \$900,000 annually. The expected cost of citation management is budgeted in the General Purpose Fund (1010), Parking Citation Assistance Center organization (08921), Data Processing Services account (54211). The City currently contracts with the City of Inglewood on a month-to-month basis for its citation management system and paid \$876,000 in Fiscal Year 2008/2009 under that contract.

DISCUSSION

On January 12, 2010 the Parking Division issued a letter to both proposers requesting a final price and revenue guarantee proposal. The initial deadline for the proposals was set for January

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19, 2010. The City received questions from both proposers as a follow-up to the City's request, including a request for additional citation and financial information covering a period of four years. Due to the scope of the data request, which required time for staff to compile and the proposers to analyze, the due date for final proposals was extended to January 29, 2010.

As of this report's printing (on January 28, 2010), proposals from the two companies have not yet been received. A review of the proposals, which are due by January 29, 2010, with a recommendation on awarding a contract will be presented in a Supplemental Report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that Council adopt a resolution authorizing the City Administrator to negotiate and execute a contract between the City of Oakland and _____ [Selected Contractor] to provide a parking Citation Administration and Revenue Reconciliation System (CARRS) for three years with two one-year options to renew.

Respectfully submitted.

Noel Pinto

Noel Pinto, Parking Operations Manager
FMA/Parking Operations Division

Prepared by:
Thomas DiSanto, Administrative Services Manager II
FMA/Parking Operations Division

Attachment: Resolution

APPROVED AND FORWARDED TO
FINANCE AND MANAGEMENT COMMITTEE:



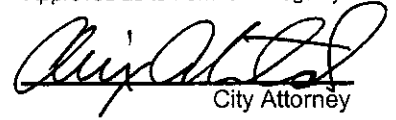
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Approved as to Form and Legality


City Attorney

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE A CONTRACT BETWEEN THE CITY OF OAKLAND AND _____ [SELECTED CONTRACTOR] TO PROVIDE A PARKING CITATION ADMINISTRATION AND REVENUE RECONCILIATION SYSTEM (CARRS) AT AN ESTIMATED COST OF NINE HUNDRED THOUSAND DOLLARS (\$900,000) PER YEAR FOR A TERM OF THREE YEARS BEGINNING _____ [DATE]

WHEREAS, the City of Oakland wishes to enter into an agreement with _____ [Selected Contractor] to Provide a Parking Citation Administration and Revenue Reconciliation System (CARRS); and

WHEREAS, the City's Purchasing Ordinance, (Oakland Municipal Code ("OMC") Chapter 2.04) requires that the City conduct a competitive process (Request for Proposals/ Request for Qualifications) for professional services agreements in excess of \$25,000 [(OMC section 2.04.051(A)); and

WHEREAS, a competitive Request for Proposals was issued August 7, 2009 and two companies submitted proposals responsive to the City's request; and

WHEREAS, both companies who responded to the Request for Proposal also subsequently submitted last and final price and revenue guarantees; and

WHEREAS, a panel of internal and external subject matter experts reviewed and scored the original proposals submitted by both companies, and last and final price and revenue guarantee proposals submitted by both companies were additionally reviewed and scored by an internal panel, whereas, based on the above review, _____ [Selected Contractor] was determined to best meet the needs of the City; and

WHEREAS, _____ [Selected Contractor] is qualified and able to provide an integrated parking citation management system for the City of Oakland within the requirements set forth by the City; and

WHEREAS, the City Council finds that the service is professional in nature; and

WHEREAS, the City Council finds that the agreement shall not result in the loss of salary or employment by any person having permanent status in the competitive service; and

WHEREAS, funds for the agreement are available in the Finance and Management Agency Parking Administration adopted FY 2009-2011 budget in the General Purpose Fund (1010), Organization (08921); now, therefore, be it

RESOLVED: That the City Administrator is hereby authorized to negotiate and execute a Professional Service Agreement between the City of Oakland and _____ [Selected Contractor] to provide a Parking Citation Administration and Revenue Reconciliation System (CARRS) at an estimated cost of nine hundred thousand dollars (\$900,000) per year for a term of three years beginning _____ [Date] with two one-year options to renew; and be it

FURTHER RESOLVED: That the agreement authorized hereunder is subject to City Attorney approval for form and legality and shall be placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2010

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT BRUNNER

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California