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THE CITY CLERK
OAKLAND

2014 APR 17 AM 11:17

AGENDA REPORT

TO: FRED BLACKWELL
CITY ADMINISTRATOR

FROM: Teresa Deloach Reed
FIRE CHIEF

SUBJECT: One Step Contract

DATE: April 16, 2014

City Administrator
Approval

Date

4-17-14

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends Council approval of a resolution 1) authorizing the City Administrator or his designee to enter into a professional services contract with WestNet Information Systems, Ltd., Doing Business As (dba): One Step Information Systems Ltd., for the purpose of updating end user software licensing, and providing continued database system maintenance for a one (1) year period beginning May 1, 2014 through April 30, 2015, in an amount not to exceed \$21,152, with two-one year options to extend without returning to Council, in an amount not to exceed \$21,152 each year of an extension, for a total contract amount not to exceed \$63,456 for the three year contract period, and 2) waiving the competitive request for proposal/qualifications (RFP/Q) process, the local advertising and bidding requirements, and the local and small business enterprise program (L/SLB) provisions for the proposed agreement with One Step Information Systems Ltd.

EXECUTIVE SUMMARY

The Oakland Fire Department (OFD) currently uses the One Step Database system as its primary data management system for recording information associated with public and private vegetation management, and commercial fire code inspections. In order to maintain the integrity of the database, periodic updating of end-user software licensing, and continued database system maintenance must be routinely performed. Staff is requesting authorization to enter into a one year contract with One Step, Ltd., to provide these services, as the creator of this proprietary software.

Item: _____
Public Safety Comte.
April 29, 2014

OUTCOME

Approval of this resolution will ensure the software license updates are maintained and on-going general maintenance of the One Step data management system is routinely performed to ensure a continued unified use of said database within the Fire Prevention Bureau (FPB) inspection units.

BACKGROUND/LEGISLATIVE HISTORY

In 2006, the Oakland Fire Department purchased a database system developed and installed by One Step Information Systems Ltd. (One Step), for FPB inspection services units to manage data collected while conducting specialized inspections throughout Oakland, including commercial Fire Code, and vegetation management inspections. The One Step data management system is proprietary and must be updated and maintained by the developer. As such, the OFD requires periodic updating of end-user software licensing, and continued database system maintenance in support of the proprietary database which only One Step can provide.

ANALYSIS

One Step is prepared to provide the necessary standard maintenance, on-line and on-site support, end-user training services, and end-user software licensing upgrades for the current database. Continued support from One Step will ensure the Department will maintain a high-performance database with the latest software upgrades for the upcoming three year period.

Oakland Municipal Code section 2.04.051.B permits the Council to waive the request for proposal/qualifications ("RFP/Q") requirements upon a finding that it is in the best interest of the City to do so. The One Step data management system is proprietary and must be updated and maintained by the developer, therefore staff believes it is in the best interest of the City to exercise the authority outlined in OMC section 2.04.051.

COORDINATION

Staff coordinated with the Office of the City Attorney and the Budget Office in preparing this report. Additionally, the Department of Information Technology has participated in discussions concerning the maintenance of this software since it was purchased in 2006.

COST SUMMARY/IMPLICATIONS

The costs associated with the proposed professional services contract with WestNet Information Systems, Ltd., dba: One Step Information Systems Ltd., for the updating of end-user software licensing, and database system maintenance, is detailed in the table below:

Item: _____
Public Safety Comte.
April 29, 2014

Description	Amount
Fire Prevention Bureau database end-user software licensing updating and annual maintenance for 2014 through 2015	\$21,152.00
Fire Prevention Bureau database end-user software licensing updating and annual maintenance for 2015 through 2016	\$21,152.00
Fire Prevention Bureau database end-user software licensing updating and annual maintenance for 2016 through 2017	\$21,152.00
Total Cost: Fire Prevention Bureau three year database end-user software licensing updating and annual maintenance	\$63,456.00

Funding for the proposed professional services contract shall be drawn from general purpose funding code 1.1010.20311.54919.0000000.PS23.

SUSTAINABLE OPPORTUNITIES

Economic: The proposed professional services contract affords no sustainable economic opportunities.

Environmental: Efficient management and enforcement strategies help to ensure the Oakland Fire Department is able to reduce fuel loads before the peak of the regional fire season, thereby protecting life and property.

Social Equity: A fire safe and healthy environment benefits the entire City.

For questions regarding this report, please contact Kimberly Catano-Colantuono, Acting Assistant Fire Marshal, at 510-238-6559.

Respectfully submitted,



Teresa DeLoach Reed
Fire Chief

Item: _____
Public Safety Comte.
April 29, 2014

FILED
OFFICE OF THE CITY CLERK
OAKLAND


City Attorney

2014 APR 17 AM 11:17

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION: (1) AUTHORIZING THE CITY ADMINISTRATOR OR DESIGNEE TO ENTER INTO A SERVICES AGREEMENT WITH WESTNET INFORMATION SYSTEMS, LTD., DOING BUSINESS AS ONE STEP INFORMATION SYSTEMS LTD., TO UPDATE END USER SOFTWARE LICENSING, AND FOR DATABASE SYSTEM MAINTENANCE FROM MAY 1, 2014 TO APRIL 30, 2015, IN AN AMOUNT NOT TO EXCEED TWENTY ONE THOUSAND ONE HUNDRED AND FIFTY TWO DOLLARS (\$21,152) WITH AN OPTION TO EXTEND THE AGREEMENT WITHOUT RETURNING TO COUNCIL FOR TWO YEARS IN THE AMOUNT OF TWENTY ONE THOUSAND ONE HUNDRED AND FIFTY TWO DOLLARS (\$21,152) EACH YEAR, FOR A TOTAL AMOUNT NOT EXCEEDING SIXTY THREE THOUSAND FOUR HUNDRED AND FIFTY SIX DOLLARS (\$63,456.00); AND (2) WAIVING THE COMPETITIVE REQUEST FOR PROPOSAL/QUALIFICATIONS (RFP/Q) PROCESS AND THE LOCAL ADVERTISING AND BIDDING REQUIREMENTS FOR THE PROPOSED AGREEMENT WITH ONE STEP INFORMATION SYSTEMS LTD.

WHEREAS, in 2006, the Oakland Fire Department (OFD) purchased a database system developed and installed by One Step Information Systems Ltd. (One Step), for two of its four inspection services units to conduct specialized inspections throughout Oakland, including: Commercial, and Fire Code inspections, and

WHEREAS, OFD currently uses the One Step Database system as its primary data management system for recording information associated with public and private vegetation management, and commercial fire code inspections; and

WHEREAS, the One Step data management system is proprietary and must be updated and maintained by the developer. One step has proprietary rights to this system. As such, the OFD requires periodic updating of end-user software licensing, and continued database system maintenance in support of the proprietary database which only One Step can provide; and

WHEREAS, Oakland Municipal Code section 2.04.051.B permits the Council to waive the request for proposal/qualifications ("RFP/Q") requirements upon a finding that it is in the best interest of the City to do so; and

WHEREAS, Oakland Municipal Code section 2.04.050.1.5 permits the Council to waive the advertising and bidding requirements upon a finding that it is in the best interest of the City to do so; and

WHEREAS, staff recommends it is in the best interest of the City to waive the RFP/Q requirements and the advertising and bidding requirements since One Step has sole proprietary rights to the one step software and no other vendor can access and provide the necessary periodic support and maintenance for this software; and

WHEREAS, One Step is prepared to provide the necessary standard maintenance, on-line and

on-site support, end-user training services, and end-user software licensing upgrades for the current database; now, therefore be it

RESOLVED, That the City Administrator or designee to enter into a professional services agreement with WestNet Information Systems, Ltd., Doing Business As (dba): One Step Information Systems Ltd., for the purpose of updating end user software licensing, and providing continued database system maintenance for a one (1) year period beginning May 1, 2014 through April 30, 2015, in an amount not to exceed twenty one thousand one hundred and fifty two dollars (\$21, 152) with two one-year options to extend the contract, without returning to Council, in the amount of twenty one thousand one hundred and fifty two dollars (\$21,152) each year , for total contact amount not exceeding sixty three thousand four hundred and fifty six dollars (\$63,456), and be it

FURTHER RESOLVED: That the Council finds that pursuant to Oakland Municipal Code sections 2.04.050.I.5 and 2.04.051.B, for the reasons stated above and in the City Administrator’s report accompanying this resolution, that it is in the best interests of the City to waive the advertising and bidding requirements and the request for proposal/qualifications (RFP/Q) process for the services to be purchased under the proposed agreement and so waives the requirements; and be it

FURTHER RESOLVED, Funding for the proposed professional services contract shall be drawn from general purpose funding code 1.1010.20311.54919.0000000.PS23; and be it

FURTHER RESOLVED: That the City Administrator or his designee is hereby authorized to complete all required negotiations, certifications, assurances, and documentation required to accept, modify, extend and/or amend this agreement; and be it

FURTHER RESOLVED: That the City Attorney shall review and approve said agreement as to form and legality and copies of said agreement shall be filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20____

PASSED BY THE FOLLOWING VOTE:

BROOKS, GALLO, KALB, KAPLAN, MCELHANEY, REID, SCHAAF and PRESIDENT KERNIGHAN

NOES-

ABSENT-

ABSTENTION-

ATTEST. _____

LaTonda Simmons
City Clerk and Clerk of the
Council of the City of Oakland, California