

CITY OF OAKLAND

AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2008 OCT 16 PM 6:55

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Department of Human Services
DATE: October 28, 2008

RE: **A Resolution Authorizing The City Administrator To Execute An Amendment To The Agreement Between The City Of Oakland And Cityspan Technologies To Develop A Web-Based Grant Application And Contract Management System For The Oakland Fund For Children And Youth For Ninety Thousand Dollars (\$90,000) For A Total Contract Amount Of One Hundred Thirty-Six Thousand Three Hundred And Fifty Dollars (\$136,350) For The Period Of July 1, 2008 To June 30, 2009**

SUMMARY

Cityspan Technologies has provided database management services for Measure Y programs since August, 2006. On June 10, 2008, the City Council allocated \$46,350 of Measure Y funds for Cityspan Technologies for the purpose of continuing the contractual hosting and maintenance of the online database system that tracks Measure Y grantee progress and collects data for a formal evaluation.

Approval of this resolution will authorize the City Administrator to amend the agreement with Cityspan Technologies for an additional \$90,000, which will be used to include the development of the additional web-based systems that will support the administration of the Oakland Fund for Children and Youth programs: 1) a web-based contract management system that meets the needs of administering the Oakland Fund for Children and Youth grants, and 2) a web-based grant application system.

FISCAL IMPACT

This report recommends that the current Department of Human Services contract with Cityspan Technologies be increased by \$90,000 resulting in a total contract amount of \$136,350 for FY 2008-09. Funds are available for the additional services in State of California Other Fund (2159), DHS Administration Organization (78111), Carryforward Account (78811), MAA Program Activities Project (G261710). There is no impact on the General Fund.

BACKGROUND

On May 3, 2006, DHS issued a Request for Bids for web-based contract management and client tracking database services. The proposal from Cityspan Technologies was significantly less expensive than other bids and the best match for the project requirements as determined by staff review. Cityspan was selected to develop a web-based database system for Measure Y in 2007-08, and is approved for the on-going maintenance and data support services throughout 2008-09.

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Cityspan is unique among vendors in that they offer both pre-configured solutions and highly customized applications that respond directly to funder and provider program designs. Their solutions for funders have been customized to support a range of monitoring, reporting and evaluation requirements.

KEY ISSUES AND IMPACTS

The City has been managing the administration of OFCY grants through data collection using Excel files. Entry and processing of activity and participant attendance data for on average 100 programs quarterly is labor intensive and more time consuming due to potential errors than the web based data management. City staff labor to effectively monitor contract compliance will be reduced. The quality and timeliness of both contract monitoring and data collection for program evaluation will be increased with the development of the web-based management system.

The database will also provide other advantages. It will have a client-level tracking system that will enable matching service inputs to outputs and outcomes. It will also track client service utilization across OFCY programs. The database will be secure and will not reveal client identities. Implementing such a system will build on current City efforts to integrate data systems with Measure Y, Alameda County and the Oakland Unified School District.

Similarly, the City has been managing the annual OFCY request for applications process through an extremely labor intensive process. As many as 200 applicants submit 10 copies of the application. The City contracts for two full-time temporary employees for two weeks to enter the application information into an Excel file for data review. OFCY City staff can spend many hours correcting data entry errors and coding, filing and ultimately destroying the hundreds of hard copy application documents.

The web-based grant application system can eliminate most of this labor and wasted paper. Grant applicants enter their applications directly on-line. Grant reviewers read and rate applications directly on-line. Applications are scored according to weighted formulas and presented in customized reports.

Scope of Work and Budget

Cityspan will provide a wide array of services, including:

- Secure, web-based data collection
- Operation of a 40-hour a week customer service hotline
- Customized automated reporting on OFCY service data
- Development of sharing protocols to allow distinct agencies working in collaboration to share specific, defined information
- Automated invoicing and contract management
- Data field customization for individual grantees to use this as their agency database
- Attendance sheet support: the system will print out attendance sheets with bar codes for

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- any grantee services, allowing agencies to enter attendance data quickly with a scanner
- Data preparation and downloading to the OFCY evaluator.

DHS requests a waiver of the competitive request for proposal process. The waiver will enable the City to build upon the existing database services contract and receive a higher value for the cost and amount of services provided. Cityspan Technologies was selected through a competitive process to provide customized web-based and data management services. The use of a single provider for these services will provide for more effective data management services for contractors across the City that are providing services to youth clientele.

The cost of database support services is expected to be \$65,000 annually beginning in 2009-10. Renewal of Cityspan Technologies' contract will be based upon the achievement of contract deliverables and general performance.

PROJECT DESCRIPTION

Cityspan will develop and maintain the following for OFCY:

1) a web-based contract management system that meets the needs of administering the Oakland Fund for Children and Youth grants. The database will provide a client-level tracking system that will enable matching service inputs to outputs and outcomes, track client service utilization across programs.

2) a web-based grant application management system. Grant applicants enter their applications directly on-line. Grant reviewers read and rate applications directly on-line. Application scores and ratings, according to weighted formulas etc., will be presented in customized reports.

EVALUATION OF PAST PERFORMANCE

Cityspan Technologies is the database developer and provider of database maintenance and hosting for Measure Y programs. Their performance record has been strong throughout the 3 year contracted period. Cityspan has been responsive to both City staff and database users at the provider level. The database is reliable, accurate, and consistently provides City staff and providers with reports, service tracking, invoicing, and client management functionality.

SUSTAINABLE OPPORTUNITIES

Economic

No economic impacts are anticipated at this time.

Environmental

The development of an electronic progress reporting and data collection tool reduces the use of paper and therefore positively impacts the environment.

Social Equity

The creation of a grantee database significantly reduces the time and expense of data collection for OFCY grantees. Grantee staff may therefore focus more on the provision of services to economically and socially distressed individuals.

DISABILITY AND SENIOR CITIZEN ACCESS

Programs funded through OFCY are accessible to children and youth with disabilities. There is no impact on senior citizen access.

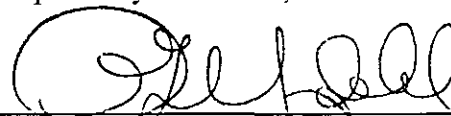
RECOMMENDATION(S) AND RATIONALE

Staff recommends City Council approve a resolution to extend the agreement with Cityspan, the most cost-efficient and qualified provider, to develop a grantee database and grantee application database for OFCY. The modified scope of services will require an increase of \$90,000 in the contracted amount for Fiscal Year 2008-09, resulting in a total contract amount of \$136,350.

ACTION REQUESTED OF THE CITY COUNCIL

That City Council approve a resolution authorizing the City Administrator to execute an amendment to the agreement between the City of Oakland and Cityspan Technologies for an amount not to exceed \$136,350 in Fiscal Year 2008-09 to develop and maintain a grantee database and grantee application database for OFCY.

Respectfully submitted,



ANDREA YOUNGDAHL
Director, Department of Human Services

Reviewed by:

Sandra Taylor, Manager
Children & Youth Services Manager

Prepared by:

Dyanna Christie, Project Manager

APPROVED AND FORWARDED TO THE
LIFE ENRICHMENT COMMITTEE:

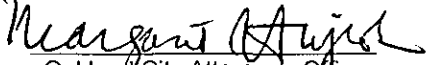

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Approved as to Form and Legality


Oakland City Attorney's Office

OAKLAND CITY COUNCIL

Resolution No. _____ C.M.S.

Introduced by Councilmember _____

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF OAKLAND AND CITYSPAN TECHNOLOGIES TO DEVELOP A WEB-BASED GRANT APPLICATION AND CONTRACT MANAGEMENT SYSTEM FOR THE OAKLAND FUND FOR CHILDREN AND YOUTH FOR NINETY THOUSAND DOLLARS (\$90,000) FOR A TOTAL CONTRACT AMOUNT OF ONE HUNDRED THIRTY-SIX THOUSAND THREE HUNDRED AND FIFTY DOLLARS (\$136,350) FOR THE PERIOD OF JULY 1, 2008 TO JUNE 30, 2009

WHEREAS, the City Council has approved Cityspan Technologies as the Department of Human Services' web-based contract management system developer for Measure Y (Violence Prevention and Public Safety Act of 2004) in fiscal years 2006-07, 2007-08 and 2008-09; and

WHEREAS, the City Council approved \$46,350 to continue hosting and maintaining the Measure Y (Violence Prevention and Public Safety Act of 2004) contract management system under Cityspan Technologies in 2008-09; and

WHEREAS, Cityspan Technologies has a strong record of providing database management services for the Measure Y programs and it is cost-effective and beneficial to build upon the existing services to expand web-based database management to the Oakland Fund for Children and Youth; and

WHEREAS, the City of Oakland would like to amend and expand its existing contract with Cityspan Technologies to develop and launch a web-based contract management system that meets the needs of administering the Oakland Fund for Children and Youth grants for an additional \$75,000 for fiscal year 2008-09; and

WHEREAS, the City of Oakland would like to amend and expand its existing contract with Cityspan Technologies to develop and launch a web-based grant application system for the Oakland Fund for Children and Youth for an additional \$15,000 for fiscal year 2008-09; and

WHEREAS, funds are available for these additional services in State of California Other Fund (2159), DHS Administration Organization (78111), Carryforward Account (78811), MAA Program Activities Project (G261710); now, therefore, be it

RESOLVED: That pursuant to Oakland Municipal Code section 2.04.051.B and findings set forth in the City Administrator's report accompanying this item, the City Council finds and determines that is in the best interests of the City to waive the competitive request for proposal/qualifications process for the web-based grant application system contract and so waives the requirement; and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Administrator or his designee to amend the agreement with Cityspan Technologies for an additional \$90,000 to an increased amount not to exceed \$136,350 for fiscal year 2008-09 to expand the scope of services to develop web-based grant application and contract management services for the Oakland Fund for Children and Youth; and be it

FURTHER RESOLVED: That the City Council approves the use of funds currently located in State of California Other Fund (2159), DHS Administration Organization (78111), Carryforward Account (78811), MAA Program Activities Project (G261710) for the aforementioned purpose; and be it

FURTHER RESOLVED: That the City Administrator is hereby authorized to conduct all negotiations, execute and submit all documents, including but not limited to applications, agreements, amendments, modifications, payment requests, and related actions which may be necessary in accordance with the basic purpose of this resolution, at no additional costs; and be it

FURTHER RESOLVED: That the Office of the City Attorney has approved this resolution as to form and legality and a copy is on file at the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, AND
PRESIDENT DE LA FUENTE

NOES -

ABSENT -

ABSTENTION -

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of the Council of
the City of Oakland, California