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OFFICE OF THE CITY CLERK
OAKLAND

2018 MAY -4 AM 8:47

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Darin White
Fire Chief

SUBJECT: One Step Contract

DATE: April 27, 2018

City Administrator Approval

Date:

5/3/18

RECOMMENDATION

Staff Recommends Council Approval Of A 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, 2018 Through April 30, 2021, With Two (2) One (1) Year Options To Extend The Agreement Without Returning To Council, For A Total Amount Not To Exceed One Hundred And Fifty Thousand Dollars (\$150,000.00); And (2) Waiving The Competitive Solicitation Process For Purchasing Computerized/Information Technology Systems.

EXECUTIVE SUMMARY

The Oakland Fire Department (OFD) currently uses the One Step Database system as a data management system for recording information associated with public and private vegetation management, and commercial fire code inspections. Although OFD is migrating to a new inspection database, the implementation of the new software is not yet completed.

Furthermore, the continued licensing of One Step is not only necessary while the replacement database system is brought online, but also to provide a legacy system for inspection records in accordance with the California Public Records Act and Oakland Municipal Codes.

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 Fire Prevention Bureau (FPB) inspection services units to manage data collected while conducting specialized inspections throughout Oakland, including commercial Fire Code, and vegetation management inspections.

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In 2014, the Oakland City Council approved Resolution No. 84958 authorizing the City to enter into a licensing and maintenance agreement from May 1, 2014 to April 30, 2015 with an option to extend the contract for two (2) additional years, without returning to Council.

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, which only One Step can provide.

ANALYSIS AND POLICY ALTERNATIVES

One Step Systems Ltd. is the only company that licenses and maintains the inspection software used by the Oakland Fire Department, and as a result is the only vendor capable of meeting the purchase needs. The City is obligated provide for archival storage of inspection and other fire prevention related records in accordance with state and local records retention and disclosure laws.

Rationale for Waiver of Request for Proposals/Qualifications Process

Oakland Municipal Code section 2.04.042.D permits the Council to waive the competitive solicitation process for purchasing computerized/information technology systems 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 provided in OMC section 2.04.042.D and waive the requirement.

FISCAL IMPACT

The costs associated with the proposed professional services contract with WestNet Information Systems, Ltd., dba: One Step Information Systems Ltd., for the inspections data management system are detailed in the table below:

Description	Cost
Fire Prevention Bureau database end-user software licensing, annual maintenance, one-time set up, and one-time training fees for May 1, 2018 through April 30, 2021	\$110,000
Fire Prevention Bureau database end-user software licensing and annual maintenance fees for May 1, 2021 through April 30, 2022	\$20,000
Fire Prevention Bureau database end-user software licensing and annual maintenance fees for May 1, 2022 through April 30, 2023	\$20,000
Total Project Costs	\$150,000

Funding for the professional services contract is from the General Purpose Fund (1010), Vegetation Management (20371), Services: Miscellaneous Contract (54919), Project (1000009), Fire Prevention Bureau (PS23).

Contract expenditures for FY 2019-23 are contingent upon the availability of funding.

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PUBLIC OUTREACH / INTEREST

This item does not require additional public outreach, other than posting on the City's website.

COORDINATION

The City Attorney's Office and the Finance Department were contacted to review and provide comments on this report and the Council Resolution. Their recommendations have been incorporated and are reflected in the aforementioned documents.

PAST PERFORMANCE EVALUATION AND FOLLOW-UP

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.

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.

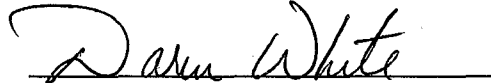
ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends Council approval of a resolution 1) authorizing 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 from May 1, 2018 through April 30, 2021, with two (2) one (1) year options to extend the agreement without returning to Council, for a total amount not to exceed one hundred and fifty thousand dollars (\$150,000.00); and (2) waiving the competitive solicitation process for purchasing computerized/information technology systems, 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.

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For questions regarding this report, please contact Angela Robinson Piñon, Assistant to the Director at (510) 238-4055.

Respectfully submitted,


Darin White
Fire Chief

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David S. [Signature]
City Attorney

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OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

A 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, 2018 THROUGH APRIL 30, 2021, WITH TWO (2) ONE (1) YEAR OPTIONS TO EXTEND THE AGREEMENT WITHOUT RETURNING TO COUNCIL, FOR A TOTAL AMOUNT NOT TO EXCEED ONE HUNDRED AND FIFTY THOUSAND DOLLARS (\$150,000.00); AND (2) WAIVING THE COMPETITIVE SOLICITATION PROCESS FOR PURCHASING COMPUTERIZED/INFORMATION TECHNOLOGY SYSTEMS

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 (2) of its four (4) inspection services units to conduct specialized inspections throughout Oakland, including: Commercial, and Fire Code inspections; and

WHEREAS, in 2014, the Oakland City Council approved Resolution No. 84958 authorizing the City to enter into a licensing and maintenance agreement from May 1, 2014 to April 30, 2015 with an option to extend the contract for two (2) additional years, without returning to Council; and

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

WHEREAS, although OFD is migrating to another inspection database system, the continued licensing of One Step is not only necessary while the replacement database system is brought online, but also to provide a legacy system for inspection records in accordance with the California Public Records Act and Oakland Municipal Codes; and

WHEREAS, the One Step data management system is proprietary and must be updated and maintained by the developer, and as such, 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 2.04.042.D.B permits the Council to waive the competitive solicitation process for purchasing computerized/information technology systems 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 competitive solicitation process for purchasing computerized/information technology systems because 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; and

WHEREAS, funding for the proposed professional services contract shall be drawn from General Purpose Fund (1010), Vegetation Management (20371), Services: Miscellaneous Contract (54919), Project (1000009), Fire Prevention Bureau (PS23); and

WHEREAS, contract expenditures for FY 2019-23 are contingent upon the availability of funding; now, therefore be it

RESOLVED, that the City Administrator or designee is authorized 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 from May 1, 2018 through April 30, 2021, with two (2) one (1) year options to extend the agreement without returning to Council, for a total amount not to exceed one hundred and fifty thousand dollars (\$150,000.00); and be it

FURTHER RESOLVED, that the Council finds that pursuant to Oakland Municipal Code section 2.04.042.D, 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 competitive solicitation process for purchasing computerized/information technology systems for the proposed agreement with One Step Information Systems Ltd.; and be it

FURTHER RESOLVED, funding for the proposed professional services contract shall be drawn from General Purpose Fund (1010), Vegetation Management (20371), Services: Miscellaneous Contract (54919), Project (1000009), Fire Prevention Bureau (PS23); and be it

FURTHER RESOLVED, that the City Administrator or her 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, CAMPBELL-WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLÉN, KALB, KAPLAN,
and PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

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