

GOVERNMENT OPERATIONS COMMITTEE REPORT relative to proposed personal services contract with Human-I-T to provide on call, as-needed digital inclusion services.

Recommendation for Council action:

APPROVE and AUTHORIZE the General Manager, Information Technology Agency (ITA), or designee, to execute a Personal Services Contract with Human-I-T to provide on call, as-needed digital inclusion services, with compensation of \$5 million and a term of three years effective from the date of attestation with two additional one-year options to extend, subject to the approval of the City Attorney as to form.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that no funding has been budgeted for this Contract. Funding for expenditures under the proposed Contract must be identified prior to execution of a Job Order. The Contract will be used on an as-needed basis, and the Contractor is not guaranteed any compensation under this Contract.

Financial Policies Statement: The CAO reports that the recommendation contained in the December 9, 2024 CAO report, attached to the Council File, is in compliance with the City's Financial Policies as Contract expenditures are limited to the appropriation of funds made by the City for this purpose.

Community Impact Statement: None submitted.

TIME LIMIT FILE – FEBRUARY 18, 2025

(LAST DAY FOR COUNCIL ACTION – FEBRUARY 18, 2025)

Summary:

On January 21, 2025, your Committee considered a December 9, 2024 CAO report relative to proposed personal services contract with Human-I-T to provide on call, as-needed digital inclusion services. According to the CAO, the ITA is requesting approval to execute a Personal Services Contract with Human-I-T (Contractor) for the provision of on call, as-needed digital inclusion services. Since 2015, the ITA has entered into two contracts with the intent to improve digital inclusion within the City (Contract Nos. C-128561 and C-135663), the most recent of which expired on June 30, 2021.

The ITA now desires to enter into a new Contract to provide these services. The Contract will be available for all City departments to use on an as-needed basis. On October 18, 2023, the ITA posted a Request for Proposals (RFP) to provide devices, internet connectivity, and technical support to underserved communities on an as-needed basis. Two proposals were received by the deadline of December 6, 2023. An evaluation committee of three City employees rated the submissions on the following factors:

- Company Information and Qualifications
- Staff Information and Qualifications
- Service Delivery and Management Plan
- Proposed Rates and Prices
- References

Based on the evaluation, the committee and ITA recommended awarding the contract to Human-I-T. The Contractor will provide digital inclusion services including procurement and distribution of Chromebooks and internet hotspots, limited-time internet connectivity, technical support for participants, device distribution event planning and management, as well as data reporting as requested. Work will be assigned to the Contractor by Job Order, which will be prepared by the individual Council Office or City Department as funding for projects is identified. No amount of work or compensation is guaranteed. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendation contained in the CAO report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Government Operations Committee

COUNCILMEMBER VOTE

PADILLA: YES
LEE: YES
JURADO: YES

ARL
1/21/25

-NOT OFFICIAL UNTIL COUNCIL ACTS-