



**Contra
Costa
County**

To: Board of Supervisors
From: Marc Shorr, Chief Information Officer
Date: April 9, 2019

Subject: Assignment, Assumption and Amendment of Professional Services Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a Contract Assignment, Assumption and Amendment with Sierra Consulting, Inc., for the consulting and programming support contract originally executed with Mohammed A. Gaffar (dba Sierra Consulting), in an amount not to exceed \$70,000 for the original period September 1, 2015, through August 31, 2016, and with an extension through August 31, 2019.

FISCAL IMPACT:

None. This action is administrative.

BACKGROUND:

The Department of Information Technology is the administrator of the contract used by the Employment and Human Services Department for CalWIN Consortium Client Correspondence. This correspondence is printed on Production Enterprise Batch printers at DOIT & Central Services. Providing their services on a part-time intermittent "as needed" basis, Mohammed A. Gaffar (dba Sierra Consulting) has in-depth expertise and provides the required support skills necessary for the specialized coding and support of the Pitney

<input checked="" type="checkbox"/> APPROVE	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR	<input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/09/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 9, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Curt Dodson
925-765-0524

cc:

Bowes StreamWeaver Print Stream software, Finalist Mail Address Validation software, and Mail Stream Plus Address Cleansing software products that are necessary and used to print & mail CalWIN

BACKGROUND: (CONT'D)

Batch Client Correspondence timely and conform to US Postal mailing requirements and regulations.

DoIT entered into a Services Contract with Mohammed A. Gaffar (dba Sierra Consulting) to provide support for the automation of the printing and mail processing of CalWIN's Enterprise Batch Client Correspondence, and other related work for the period September 1, 2015 through August 31, 2016. On August 30, 2016, the Parties executed Amendment No. 1 to the Agreement, extending the term through August 31, 2017, increasing the payment limit to \$100,000, and expanding the scope of work to allow for increased coverage to include services related to the implementation of Pitney Bowes Stream Weaver PDF driver and software. A second Amendment was executed on February 7, 2017 to update the Contractor's address and increase the Contract Payment Limit to \$150,000. A third Amendment was executed August 15, 2017 to extend the contract term through August 31, 2019 and increase the payment limit to \$290,000. On January 7, 2019, Sierra Consulting, Inc., purchased the ownership interests in Mohammed Gaffar (dba Sierra Consulting) and Mohammed A. Gaffar (dba Sierra Consulting) and Sierra Consulting, Inc., desire for the Contract to be assigned to Sierra Consulting, Inc. An Assignment, Assumption and Amendment will allow the County to continue to receive the consulting and programming support services outlined in the contract.

CONSEQUENCE OF NEGATIVE ACTION:

The County will be unable to compensate for the new contractor for their services without allowing them to assume the existing contract.