




**EAST BAY REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA STAFF REPORT**

DATE	July 16, 2024
TITLE	Authorization to Amend Contract with ENT, Inc., to Provide Technical Project and Support Services in the Amount of \$185,000
DIVISION	Finance and Management Services
FROM	David Rusting, Chief Information Services Officer Deborah Spaulding, Assistant General Manager of Finance and Management Services/Chief Financial Officer
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

The General Manager recommends that the Board of Directors of the East Bay Regional Park District (Park District) authorize the execution of an amendment to increase the contract with ENT, Inc. to a total contract amount of \$185,000 for information technology project support and services.

BACKGROUND

The Park District requires a variety of technology supports services as part of its daily operations. In order to meet this demand, specialized expertise from industry vendors are leveraged so that specific services and projects can be completed successfully. These multiple efforts include technology support for detailed network documentation, on-demand systems administration, and public meeting support.

ENT, Inc. services were piloted for on-demand audio visual support for public meetings in the Fall of 2023. These services have been effective, and as a result in 2024 this was continued, as well as engaging different expertise on a backlog of project tasks, such as detailed network documentation. This increase in services requires an amendment to the contract with ENT, Inc.

ANALYSIS

ENT, Inc. provides the Park District technology expertise and services. These are being conducted under two separate contracts, one for audio-visual/public meeting support (\$35,241.25), and the other for Information Technology (IT) consulting services (\$49,750.00). The preferred approach is to have a single services agreement, with amendments to it to ensure consistency in terms and conditions, as well as more efficient tracking of expenses. It is estimated the remaining expense for 2024 will be \$100,008.75, for a total of \$185,000. Board authorization is necessary since the purchase amount exceeds \$50,000.

FISCAL IMPACT

The total cost estimated for 2024 is \$185,000 for audio/visual public meeting support and IT consulting services.

Funds are available in the Information Services General Fund operating budget (101-4150-000-6443) to use for this contract.

ATTACHMENTS

None.



**EAST BAY REGIONAL PARK DISTRICT
RESOLUTION NO. 2024 – 07 -
JULY 16, 2024**

**AUTHORIZATION TO AMEND CONTRACT WITH ENT, INC., TO PROVIDE
TECHNICAL PROJECT AND SUPPORT SERVICES IN THE AMOUNT OF \$185,000**

WHEREAS, the East Bay Regional Park District (Park District) utilizes ENT, Inc. for Park District technical project and support services to the Park District; and

WHEREAS, staff estimates these services to requires a contract of \$185,000; and

WHEREAS, funds are available in the Information Services Operating Budget
101-4150- 000- 6921; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the East Bay Regional Park District hereby authorizes the execution of an amendment to the contract with ENT, inc. in the amount of \$185,000 as presented to the Board on July 16, 2024; and

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized and directed, on behalf of the Park District and in its name, to execute and deliver such documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of this resolution.

Moved by Director _____, and seconded by Director _____, and
adopted July 16, 2024, by the following vote:

FOR:

AGAINST:

ABSTAIN:

ABSENT: