



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

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

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**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: