



## Cover Memorandum/Staff Report

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**File #:** 20-317

**Agenda Date:** 5/19/2020

**Item #:** 6.H.

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**TO:** Mayor and Commissioners  
**FROM:** Jennifer Alvarez, Purchasing Director  
**THROUGH:** George Gretsas, City Manager  
**DATE:** May 19, 2020

APPROVAL OF AMENDMENT NO. 2 TO PROCURE ADDITIONAL CONSULTING SERVICES RELATED TO AN INFORMATION TECHNOLOGY AUDIT, ASSESSMENTS, RECOMMENDATIONS, AND DEVELOPMENT OF A STRATEGIC PLAN WITH TP SOUTHERN CHARM LIMITED LLC - \$48,150

**Recommended Action:**

Motion to Approve Amendment No. 2 to the Agreement with TP Southern Charm Limited LLC for additional consulting services related to an information technology audit, assessments, recommendations, and development of a strategic plan, in the amount not to exceed \$48,150, for a total estimated Agreement amount of \$112,350.

**Background:**

On February 13, 2020, the City Manager approved a four (4) month Agreement with TP Southern Charm Limited LLC for consulting services related to an information technology audit, assessments, recommendations, and development of a strategic plan in the amount not to exceed \$64,200.

On February 26, 2020, the City Manager approved Amendment No. 1 to the Agreement to amend the scope of services; however, the pricing/hourly rate remained unchanged.

This Amendment No. 2 will extend the term of the Agreement for an additional period not to exceed three (3) months.

This motion is in accordance with the City Code of Ordinances, Section 36 and City Policies and Procedures, Change Orders and Amendments.

**Attachments:**

Legal Review Checklist  
Agreement  
Amendment No. 1  
Amendment No. 2

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source:**

Funding is available from Account No.001-16-000-516.31-90 IT Professional Services.

**Timing of Request:**

Approval of this amendment allows the City to continue with the audit and assessment of the Information Technology Department.