

Council Meeting of  
March 20, 2007

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the City Council:**

**SUBJECT: Communications and Information Technology - Recommendation to  
execute a second amendment to the consulting services agreement with  
PlanNet Consulting**

**Expenditure: Not applicable**

**RECOMMENDATION**

The Information Technology Director recommends that Council authorize the execution of a second amendment to the consulting services agreement with PlanNet Consulting LLC, of Brea, CA, for a one-year term due to unanticipated delays in designing, bidding, and implementing the telephone system replacement.

Funding

No additional funding is requested.

**BACKGROUND**

The original consulting service agreement was approved by Council on March 22, 2005. An amendment to the service agreement, extending the agreement for a one-year term, was approved by Council on April 25, 2006. The original agreement was established so that PlanNet Consulting could assist staff in replacing the City-owned and operated telephone and voicemail systems. These systems support the City Hall, City Yard, Police and Fire Headquarters. The amendment will expire on March 20, 2007.

**ANALYSIS**

The original timetable was exceeded due to additional time spent performing in-depth user group interviews, researching emerging product features, and drafting a complex Request for Proposal. The extended time spent on these activities is solely attributable to internal staff. The additional time requested for PlanNet's services is to complete the RFP and selection processes. The time extension requested will not increase the cost of this agreement.

Respectfully submitted,



RICHARD SHIGAKI  
Information Technology Director

CONCUR:



LeRoy J. Jackson  
City Manager

Attachment A: Amendment to Agreement

**AMENDMENT TO AGREEMENT**

This Amendment to Agreement is made and entered into as of \_\_\_\_\_ by and between the CITY OF TORRANCE, a municipal corporation ("CITY") and Plan Net Consulting, a Limited Liability Company ("CONSULTANT").

**RECITALS:**

- A. CITY and CONSULTANT entered into an Agreement on March 22, 2005 whereby CONSULTANT agreed to assist in researching, designing, bidding, and implementing the telephone systems replacement.
- B. The original Agreement was for a one-year term, effective March 22, 2005 through March 20, 2006.
- C. The original Agreement was amended by the CITY on April 25, 2006 to extend the agreement for an additional one-year term, effective March 20, 2006 through March 20, 2007.
- D. The CITY is satisfied with the level of service provided by CONSULTANT and wishes to extend the contract for one year.

**AGREEMENT:**

- 1. Paragraph 2 "TERM" is amended to read in its entirety as follows:
  - "2. **TERM**  
Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect until March 20, 2008"
- 2. In all other respects, the Agreement dated March 22, 2005 between CITY and CONTRACTOR/CONSULTANT is ratified and reaffirmed and is in full force and effect.

CITY OF TORRANCE,  
a Municipal corporation

Plan Net Consulting  
a Limited Liability Company

\_\_\_\_\_  
Frank Scotto, Mayor

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Sue Herbers, City Clerk

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
City Attorney

By: \_\_\_\_\_