



# City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JULY 6, 2021

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: REQUEST FOR PROPOSAL 2008 – PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH DATA TICKET, INC., OF IRVINE, CALIFORNIA, TO PROVIDE CITYWIDE CITATION SERVICES UNTIL JUNE 30, 2024, WITH TWO, ONE-YEAR EXTENSIONS IN AN AMOUNT NOT TO EXCEED INDIVIDUAL BUDGETED FUNDS BASED ON AGREEMENT PRICING

**ISSUE:**

Approve a Professional Consultant Services Agreement with Data Ticket, Inc., of Irvine, California, to provide citywide citation services as needed for all Departments that require Parking Citations and/or Administrative Citation Services.

**RECOMMENDATIONS:**

That the City Council:

1. Approve a Professional Consultant Services Agreement with Data Ticket, Inc., of Irvine, California, for Citywide Citation Services, for a three year term of July 1, 2021, through June 30, 2024, with two, one-year extensions not to exceed five (5) years; in an amount within individual Department budgeted funds based on agreement pricing; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Data Ticket, Inc., including making minor and non-substantive changes and executing agreement amendments and extensions, subject to the availability of budgeted funds.

**BACKGROUND:**

The City of Riverside has multiple Departments that require the processing of citations for various purposes. These Departments include but are not limited to the Public Works Department, Community and Economic Development, and the Police Department. The types of citations are both parking citations and administrative citations, and each include additional services as needed based on the individual citation process. Historically, individual Divisions within individual Departments have procured purchase orders and agreements for citation services on their own with unique pricing based on their own needs within a given Division/Department.

**DISCUSSION:**

In 2019, the Purchasing Division of the Finance Department began identifying services spread across multiple Divisions/Departments that could be combined into a single agreement for potential cost savings. In January of 2020, Request for Proposals (RFP) No. 2008 for Citywide Citation Services was posted by the Purchasing Division, and proposals were received on February 11, 2020. All vendors providing citation services to the City at that time were notified of the RFP, and close to 100 other notifications were sent out to registered service providers. Over 15 service providers downloaded the RFP, and the City responded to over 54 questions from interested parties during the RFP process. Two proposals were received, both of which were from companies currently providing citation services for the City of Riverside. Staff from the Public Works, Community and Economic Development, and Police Department reviewed, evaluated, and scored each proposal based on Qualifications & Experience, Approach & Methodology, References, and Pricing. Overall scores were close enough that the Purchasing Division recommended interviews to clearly identify the highest rated proposer and those interviews were scored on the same criteria as the proposals, taking into account a more in-depth understanding of each individual proposed solution. As a result of the evaluation process, Data Ticket, Inc. was identified as the highest rated proposer.

Staff has negotiated the attached Professional Consultant Services Agreement with Data Ticket, Inc. Under the terms of the agreement, Data Ticket, Inc. will perform citation services for requesting Departments based on the pricing exhibit subject to the availability of budgeted funds within the requesting Department. Each individual Department will be responsible for their own budget as it pertains to citation services.

The Purchasing Manager concurs that the recommendation to approve is in compliance with Purchasing Resolution 23256.

**FISCAL IMPACT:**

The total fiscal impact of this recommendation is estimated to be \$1,554,290. The cost for Fiscal Year 2021/22 is \$502,860. Funds are available in the accounts displayed in the table below.

Department/Division	Account Number	Amount
Public Works (570 Fund) – Parking Enforcement – Professional Services	4151000-421000	\$375,160
Public Works (101 Fund) – Non-Departmental – Animal Control – Professional Services	7241000-421000	\$91,200
Community Development (101 Fund) – Code Enforcement – Professional Services	2840000-421000	\$25,000
Police (101 Fund) – Central Investigations – Professional Services	3130000-421000	\$10,000
Fire (101 Fund) – Prevention – Professional Services	3505000-421000	\$1,500
	Total:	\$502,860

Appropriations for future fiscal years will be included in the Department’s Budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Kris Martinez, Public Works Director  
 Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer

Approved by: Rafael Guzman, Assistant City Manager

Approved as to form: Kristi J. Smith, Interim City Attorney

Attachment: Professional Consultant Services Agreement – Data Ticket, Inc.