



# CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		2/22/2016			
Department:		Procurement and Project Management			
Department Head		Diane Palmer-Boeck			
Agenda Coordinator (include phone #): <b>Dianna Wike x7549</b>					
<b>CAPTION</b>					
To approve an expenditure for Interim Portfolio and Project Management PMO Support resources in the estimated amount of \$347,200 for an estimated seven month period from Thinkbox Technology Group LLC for the Procurement and Project Management Department and authorizing the City Manager to execute all necessary documents.					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2015-16</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		0	924,120	0	<b>924,120</b>
Encumbered/Expended Amount		0	-574,383	0	<b>-574,383</b>
This Item		0	-347,200	0	<b>-347,200</b>
BALANCE		0	2,537	0	<b>2,537</b>
<b>FUND(s):    TECHNOLOGY SERVICES FUND</b>					
<p><b>COMMENTS:</b> Funding is available in the Technology Services Fund 2015-16 Budget for this item. Professional services to support the Project Management Office (PMO), in the amount of \$347,200, will leave a current year balance of \$2,537 available for other technology related professional services expenditures.</p> <p><b>STRATEGIC PLAN GOAL:</b> Hiring contract project management professionals to augment the PMO during transition relates to the City's goal of a Financially Strong City with Service Excellence.</p>					
<b>SUMMARY OF ITEM</b>					
<p>The City is exempt from the competitive bid process for this purchase as allowed by Local Government Code Chapter 252 Subchapter B Section 252.022 (a) (4).</p> <p>Per memorandum.</p>					
List of Supporting Documents: Memorandum			Other Departments, Boards, Commissions or Agencies		



# Memorandum

**Date:** February 5, 2016  
**To:** Bruce Glasscock, City Manager  
**From:** Jim Parrish, Deputy City Manager  
**Subject:** Portfolio and Project Management Support

This memorandum is a recommendation to award Thinkbox Technology Group LLC the City contract for professional services to augment staff to support the Project Management Office (PMO) until full time candidates are hired and a transition plan has taken place. The resources will plan, coordinate, direct all operational activities of the PMO department as well as provide direction and support for the City's current PMO staff. The resources will act as Portfolio Program Manager and Project Manager.

The approval of this recommendation will provide the City of Plano's PMO team seasoned and skilled resources to develop and lead in running and operating the PMO office, including setting standards for how projects are accomplished, ensure project management standards are followed, gathering of program and project data information for management review, becoming a source of guidance and advice for project managers, managing and facilitating the portfolio management process as a whole. The success of our City's business and technology goals depends on the performance of Project Management operations and implementations. Streamlining our operations is imperative to the success of our overall business goals.

This contract will be for an estimated time of approximately seven months at approximately an estimated expenditure of \$347,200 and month to month thereafter if necessary in the amount of \$49,600 per month.