

MINUTE ITEM

This Calendar Item No. 41
was approved as Minute Item
41 by the State Lands
Commission by a vote of 3
to 0 at its 1/27/83
meeting.

CALENDAR ITEM

41

1/27/83
C 8258
Fernino

CONTRACT FOR CONSULTING SERVICES
INFORMATION NEEDS ASSESSMENT

As a result of its Land Management Program, the agency has developed a significant volume of data. These data are used daily by staff to perform their particular work assignments. Increased workload and diminished resources have placed a serious burden on staff's ability to utilize this material to meet agency goals and objectives. Recognizing the importance of this problem, staff would like to explore various alternatives including automation to improve the collection, handling and processing of these data. As a first step, an information needs assessment should be made.

Also, the IBM 1130 computer located in the Long Beach Office is approaching the end of its useful life. A service agreement could not be obtained for the equipment this year. All repairs if possible will be performed on a parts and labor basis. By Administrative rules, a feasibility study is required for the replacement of this equipment.

The computer is used for oil and gas production and royalty accounting.

The lack of staff resources necessitates contracting with a private consultant to perform these studies. The estimated cost of the two studies would be no greater than \$15,000.

AB 884: N/A.

IT IS RECOMMENDED THAT THE COMMISSION:

1. AUTHORIZE THE EXECUTIVE OFFICER OR HER DESIGNEE TO EXECUTE A CONTRACT WITH THE LOWEST QUALIFIED BIDDER TO CONDUCT THE STUDIES DESCRIBED ABOVE FOR AN AMOUNT NOT TO EXCEED \$15,000.

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