

**CALENDAR ITEM  
C54**

A	Statewide	04/05/16 C2016-01 C2016-02 A. Abeleda D. Cook
S	Statewide	C. Connor

**CONSIDER GRANTING AUTHORITY FOR THE EXECUTIVE OFFICER TO  
EXECUTE AGREEMENTS FOR BUDGET FISCAL YEAR 2016-2017**

**PARTY:**

California State Lands Commission  
100 Howe Avenue, Suite-100 South  
Sacramento, CA 95825-8202

**PROPOSED ACTIVITY:**

The Executive Officer requests authority to execute Agreements for Budget Fiscal Year 2016-2017. The following contracts require renewal:

1. University Enterprises, Inc.                      \$150,000      Contract No. C2016-01

Interagency Agreement with the University Enterprises Inc. to procure the services of college students to assist Commission staff with information technology (IT) services. The Commission's Information Services unit is staffed with 11 full-time positions yet supports approximately 275 end-users in the Commission's Northern and Southern California offices. The unit strives to maintain current service levels and accommodate new IT demands, including:

- Provide timely and dependable customer service;
- Assist Commission staff with project planning, implementation, and training;
- Support and manage current hardware and software;
- Keep abreast of new and emerging technology;
- Develop web-based public facing applications; and
- Provide remote and wireless access.

CALENDAR ITEM NO. **C54** (CONT'D)

In order to meet these demands, the Commission's Information Services unit needs staff augmentation from time to time. University Enterprises, Inc. provides college students specializing in IT to the Commission on a part-time basis to assist with the more basic IT needs. Not only does this allow the Information Services unit to redirect its limited, but more experienced staff to the more complex and time consuming tasks, it also gives the college students real world experience in a professional setting. Some of these students may later join the State workforce with directly relevant experience in State IT operations.

2. County Assessor's Records    \$120,000 est.                      Contract No. C2016-02

Solicit a contractor to provide on-line access through an Internet connection to a real property search database of current County tax assessor's plat maps and ownership/sales records for all 58 counties in California. Agreement shall be for three fiscal years, subject each year to the availability of funds.

The Commission has jurisdiction and management over the State's navigable and tidal waterways, as well as certain lands granted to the State of California by the federal government under various Acts of Congress. Public and private entities may apply to the Commission for leases or permits on State lands for a variety of purposes. The Commission's Land Management Division routinely conducts title research (ownership, etc.), boundary determination, appraisals, and leasing as part of the management of lands under its jurisdiction. The records that can be accessed from such an on-line service are very important to these important operations.

All agreements shall be consistent with State policies and procedures as specified in the State Administrative Manual and State Contract Manual. All agreements are subject to sufficient funding provided in the Commission's budget. Multi-year agreement is subject each year to certification of the availability of funds.

**STAFF ANALYSIS AND RECOMMENDATION:**

**Statutory Authority and Other References:**

Public Resources Code section 6106 (Delegation to execute written instruments); Public Contract Code section 10335 et seq. (Consulting Services Contracts); State Administrative Manual section 1200; State Contracting Manual (rev 11/12).

CALENDAR ITEM NO. **C54** (CONT'D)

**Public Trust and State's Best Interests Analysis:**

The recommended action will not interfere with statewide public trust needs.

**OTHER PERTINENT INFORMATION:**

1. Authorizations to execute agreements and solicit bids are not projects as defined by the California Environmental Quality Act (CEQA) because they are administrative actions that will not result in direct or indirect physical changes in the environment.

Authority: Public Resources Code section 21065 and California Code of Regulations, Title 14, section 15378, subdivision (b)(5).

2. The proposed actions are consistent with the Commission's Strategic Plan Strategy 4.5 – Deliver secure and available Information Technology services.
3. Funding for these actions have been included in the Commission's 2016-17 fiscal year support budget. Execution of the contract(s) will be subject to the receipt of those funds.

**RECOMMENDED ACTION:**

It is recommended that the Commission:

**PUBLIC TRUST AND STATE'S BEST INTERESTS:**

Find that the recommended action will not interfere with statewide public trust needs.

**AUTHORIZATION:**

1. Authorize the Executive Officer or her Designee to execute an Agreement with University Enterprises, Inc. in accordance with current State policies and procedures.
2. Authorize the Executive Officer or her Designee to solicit bids and proposals for on-line access to County Assessor records, and award and execute a contract with the qualified bidder in accordance with competitive bidding requirements of the Public Contract Code and current State policies and procedures.