

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** August 11, 2025
SUBJECT: To ratify the termination of the professional services contract with Cogent Infotech Corporation for RFP 25-014 for an Information Technology (IT) Operational Efficiency Audit, effective June 30, 2025.

PRESENTER: Trudy J. Lewis, Assistant City Manager

SUMMARY:

It is recommended that the City Council formally ratify the termination of the professional services contract with Cogent Infotech Corporation, dated May 1, 2025, for RFP 25-014 Information Technology (IT) Operational Efficiency Audit, which was formally terminated for non-performance effective June 30, 2025.

GENERAL DESCRIPTION:

On April 28, 2025, the City Council awarded a Professional Services Contract to Cogent Infotech Corporation for RFP 25-014 for an Information Technology (IT) Operational Efficiency Audit. The contract outlined specific deliverables and performance expectations necessary for the successful completion of the project.

City staff diligently monitored the performance of Cogent Infotech Corporation throughout the contract period between May 1, 2025, through June 30, 2025. Despite repeated attempts by City staff to address deficiencies in performance by Cogent Infotech Corporation and to facilitate corrective action, Cogent Infotech Corporation failed to meet the agreed-upon terms and conditions, as well as the expected standards of performance outlined in the contract. This non-performance significantly impacted the project timeline and objectives.

As a result of this consistent non-performance, and to protect the City's interest, City staff, verbally and via email notified Cogent Infotech Corporation to cease work and communicated the City's decision to terminate the contract, effective June 30, 2025. The City Attorney was consulted shortly thereafter to review the termination decision and process. Following this review and approval by the City Attorney a formal written termination letter, consistent with the effective date of June 30, 2025, was subsequently issued to Cogent Infotech Corporation on July 8, 2025. The entire process was conducted in accordance with the termination clauses stipulated within the professional services contract.

This agenda item seeks formal ratification by the City Council of the termination, effective June 30, 2025, given the Council's original award of the contract. The City is committed to ensuring the successful completion of the Information Technology (IT) Operational Efficiency Audit and will proceed with the necessary steps to achieve this objective.

To date, no payments have been disbursed to Cogent Infotech Corporation under this contract. City staff is currently disputing the validity of an invoice received, citing breach of contract and non-performance. Based on the City's assessment of non-performance and breach of contract, the City's current position is that no financial obligation is due to Cogent Infotech Corporation for services rendered. Future costs for the completion of the Information Technology (IT) Operational Efficiency Audit will be addressed through separate actions.

The formal termination process, including the effective date of termination and the subsequent official termination letter, and this agenda item have been reviewed and approved by the City Attorney.

RECOMMENDATION:

To ratify the termination of the professional services contract with Cogent Infotech Corporation, dated May 1, 2025, for RFP 25-014 Information Technology (IT) Operational Efficiency Audit, which was formally terminated for non-performance effective June 30, 2025.