

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION WAIVING THE REQUEST FOR PROPOSAL PROCESS AND
AUTHORIZING AN AGREEMENT WITH AGILOFT INC. FOR SOFTWARE
PLATFORM ENHANCEMENTS, MAINTENANCE, TRAINING, AND HELP DESK
SUPPORT FOR THE TERM OF JULY 1, 2020 THROUGH JUNE 30, 2023 FOR AN
AMOUNT NOT TO EXCEED \$266,423.84**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, on September 8, 2014, the Human Resources Department issued a Request for Proposals (RFP) for a web-based contract development and management solution for countywide contract processing; and

WHEREAS, Agiloft, Inc. (Agiloft) responded to the RFP and was selected as the preferred vendor to meet the County's contract management requirements, and said system has been used by most of the County departments to develop and manage the life cycle of contracts for goods and services; and

WHEREAS, the Human Resources Department is requesting the Board of Supervisors to waive the Request for Proposal process in order to ensure uniformity in contract management throughout the County and to provide County staff with a consistent platform to manage contract; and

WHEREAS, there will be an agreement (the “Contract Management Agreement”) for software platform enhancements, maintenance, training, and support for a three-year period, from July 1, 2020, through June 30, 2023, with a maximum fiscal obligation of \$266,423.84, and the Contract Management Agreement includes implementation of a vendor agreement module that will allow departments to better maintain and monitor departmental and county-wide vendor agreements, as well as further enhancements that will streamline the contracting process; and

WHEREAS, this Board has been presented with a copy of the Contract Management Agreement, has approved it as to form and content, and now desires to enter into the agreement.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors is hereby authorized and directed to execute the Contract Management Agreement for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President’s signature thereto.

BE IT FURTHER RESOLVED that the Director of Human Resources or designee is authorized to execute contract amendments which modify the County’s maximum fiscal obligation of the Contract Management Agreement (current maximum fiscal obligation of \$266,423.84) by no more than \$25,000 and/or modify the term and/or services of each contract so long as the modified term or services is/are within the current or revised fiscal provisions.

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