

## RESOLUTION NO. .

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

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RESOLUTION APPROVING, ADOPTING, AND AUTHORIZING THE PRESIDENT OF THE BOARD OF SUPERVISORS TO: A) EXECUTE A MASTER SERVICES AGREEMENT AND ASSOCIATED ORDER FORMS WITH COUPA SOFTWARE INC. TO PROVIDE SOFTWARE DEVELOPMENT, MAINTENANCE, AND SUPPORT SERVICES RELATED TO ITS ACCOUNTS PAYABLE INVOICE AUTOMATION SOLUTION FOR THE TERM OF NOVEMBER 18, 2024 THROUGH NOVEMBER 17, 2027, WITH TWO ONE-YEAR OPTIONS TO EXTEND THROUGH NOVEMBER 17, 2029, FOR A TOTAL AMOUNT NOT TO EXCEED \$2,695,868; AND B) EXECUTE AN AGREEMENT AND ASSOCIATED ORDER FORMS WITH RELISHIQ INC. FOR A CLOUD-BASED SERVICES SUBSCRIPTION IN CONNECTION WITH THE COUPA SOFTWARE SERVICES FOR THE TERM OF NOVEMBER 18, 2024 THROUGH NOVEMBER 17, 2027, WITH TWO ONE-YEAR OPTIONS TO EXTEND THROUGH NOVEMBER 17, 2029, FOR A TOTAL AMOUNT NOT TO EXCEED \$339,910; AND C) EXECUTE AN AGREEMENT WITH WAYLAND CONSULTING LLC TO MANAGE THE IMPLEMENTATION OF THE COUPA SOFTWARE FOR THE TERM OF NOVEMBER 18, 2024 THROUGH NOVEMBER 17, 2025 WITH ONE YEAR OPTION TO EXTEND THROUGH NOVEMBER 17, 2026 FOR A TOTAL AMOUNT NOT TO EXCEED \$469,675

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

**WHEREAS**, streamlining invoice payment processing through adoption of an accounts payable invoice automation (APIA) software solution to automate and standardize departmental invoice review and approval processes, increase online visibility to status of invoices, and fully integrate with County's financial accounting system, OFAS, resulting in a faster turn-around time to pay vendors without sacrificing proper internal controls is in the best interest of the County; and

**WHEREAS**, the Controller's Office conducted a competitive procurement to identify and retain a qualified vendor to provide APIA software and has recommended

Coupa Software Inc. (Coupa) to provide the services in view of their qualifications, experience and satisfaction of the evaluation criteria; and

**WHEREAS**, together with Coupa, the Controller's Office has recommended that RelishIQ Inc. (Relish) be selected to provide cloud-based services under a subscription as part of Coupa's APIA solution; and

**WHEREAS**, the Controller's Office conducted a competitive procurement to identify and retain a qualified project manager manage the implementation of the APIA software and to coordinate with Coupa, Relish and County staff and has recommended Wayland Consulting Inc. (Wayland) be selected to provide the services in view of their qualifications, experience, and satisfaction of the evaluation criteria; and

**WHEREAS**, there has been presented to this Board for its consideration and approval a master services agreement and associated order forms with Coupa to provide software development, maintenance, and support services related to accounts payable invoice automation for the term of November 18, 2024 through November 17, 2027, with two one-year options to extend through November 17, 2029, for a total amount not to exceed \$2,695,868; and

**WHEREAS**, there has been presented to this Board for its consideration and approval an agreement and associated order forms with Relish for a cloud-based services subscription in connection with the Coupa Software services for the term of November 18, 2024 through November 17, 2027, with two one-year options to extend through November 17, 2029, for a total amount not to exceed \$339,900; and

**WHEREAS**, there has been presented to this Board for its consideration and approval the agreement with Wayland Consulting LLC to manage the implementation of the Coupa Software for the term of November 18, 2024 through November 17, 2025 with one year option to extend through November 17, 2026 for a total amount not to exceed \$469,675; and

**WHEREAS**, this Board has reviewed each of the said agreements and associated order forms described in this Resolution and has determined that it is in the best interest of the County to enter into the said agreements and associated order forms.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors be, and is hereby authorized to execute the master services agreement and associated order forms with Coupa to provide software development, maintenance and support services related to its accounts payable invoice automation solution for the County APIA solution for the term of November 18, 2024 through November 17, 2027, with two one-year options to extend through November 17, 2029, for a total amount not to exceed \$2,695,868, for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors be, and is hereby authorized to execute an agreement and associated order forms with RelishIQ Inc. for a cloud-based services subscription in connection with the Coupa Software services for the term of November 18, 2024 through November 17, 2027, with two one-year options to extend through

November 17, 2029, for a total amount not to exceed \$339,900, for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors be, and is hereby authorized to execute an agreement with Wayland Consulting LLC to manage the implementation of the Coupa Software for the term of November 18, 2024 through November 17, 2025 with one year option to extend through November 17, 2026 for a total amount not to exceed \$469,675, 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 County Controller or designee(s) is hereby authorized to execute any and all amendments, notices, options, and other documents associated with each of the agreements authorized under this Resolution and to give effect to this Resolution, including, but not limited to, exercise of the options to extend the terms of the associated order forms and agreements or termination of the same under the terms set forth therein, and to modify other terms and conditions set forth in the agreements and associated order forms so long as such modifications do not increase the County's maximum fiscal obligation by more than \$25,000 (per agreement).

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