

**RESOLUTION NO. \_\_\_\_\_**

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

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**RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH INCAPSULATE, LLC ADDING ADDITIONAL SCOPE OF WORK TO THE RECORDS MANAGEMENT SYSTEMS SERVICES AND INCREASING THE AMOUNT BY \$250,000, TO AN AMOUNT NOT TO EXCEED \$1,575,000 WITH NO CHANGE TO THE AGREEMENT TERM**

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

**WHEREAS**, on July 12, 2022, this Board approved an agreement with Incapsulate, LLC for records management systems services for San Mateo County Environmental Health Services (EHS) for the term of July 12, 2022 through June 30, 2027 in an amount not to exceed \$1,300,000; and

**WHEREAS**, on April 1, 2023, the parties amended the agreement to add \$25,000 to the not to exceed amount, with no change to the agreement term; and

**WHEREAS**, additional critical needs, as well as enhancements for internal and public users, identified during testing by EHS for the record management system's launch are not in the original scope of work; and

**WHEREAS**, both parties wish to amend the agreement to increase the amount by \$250,000 to an amount not to exceed \$1,575,000; and

**WHEREAS**, the Board has been presented with a form of such amendment, has examined and approved it as both form and content, and desires to enter into it.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors be and is hereby authorized and directed to execute said amendment 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 Chief of San Mateo County Health or designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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