



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Information Services



**Date:** April 2, 2014  
**Board Meeting Date:** May 20, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Jon Walton, CIO/Director, Information Services Department

**Subject:** Master Services Agreements Resolution

**RECOMMENDATION:**

Adopt a Resolution authorizing the Chief Information Officer or his designee to utilize Master Services Agreements (MSA) Resolution #070310 for additional department and customer approved IT projects.

**BACKGROUND:**

The Information Services Department (ISD) released RFP #1825 in November 2013 to pre-qualify a variety of select technology vendors for a broad spectrum of IT project-based needs. On February 28, 2104, the Board approved Resolution# 070310 to allow the Chief Information Officer to execute all agreements with 38 vendors who confirmed compliance with the County's Equal Benefits and Jury Compliance ordinances. These vendors will bid per occurrence on any project opportunity. Quarterly reports on the use of the MSA are reviewed by the Controller's Office and supplied to the Board.

**DISCUSSION:**

A sample list of projects was attached to Resolution #070310. ISD requests the authorization to utilize the approved Resolution for other IT projects not specifically outlined in the sample of projects attachment. The list provided in the Resolution #070310 was intended to serve only as a sample of projects, not as an inclusive list. ISD provides IT services to many County departments and those departments request project based services as their needs arise. Use of the vendors listed in the MSA will be for projects that have been approved and funded by the department or customer departments.

The previously approved MSA Resolution amount of not to exceed \$25,000,000, remains unchanged.

County Counsel has reviewed and approved the Resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by permitting the use of IT services in an expeditious manner and will help customers meet their goals on-time and on budget.

**PERFORMANCE MEASURE(S):**

Measure	FY 2012-13 Actual	FY 2013-14 Projected
Percent of medium and large IT projects that are completed on time	81%	90%

**FISCAL IMPACT:**

There is no obligation for this action. The total obligation for the previously approved Resolution is unchanged, not to exceed \$25,000,000. Total expenditures across all agreements will be monitored and managed by ISD fiscal staff. Funding for IT services will come from departmental appropriations for projects and costs will be charged to the appropriate department through the ISD work authorization process. Countywide projects will be funded through the Measure A, ITSP and/or Non-departmental project funding sources. There is no obligation on the part of the County to purchase any amount of services as a result of this action.