

RESOLUTION NO. _____

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

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**RESOLUTION AUTHORIZING AN AGREEMENT WITH INCAPSULATE, LLC TO
PROVIDE A RECORDS MANAGEMENT SYSTEM FOR ENVIRONMENTAL HEALTH
SERVICES DIVISION OF SAN MATEO COUNTY HEALTH, FOR THE TERM OF
JULY 12, 2022 THROUGH JUNE 30, 2027, IN AN AMOUNT NOT TO EXCEED
\$1,300,000**

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

WHEREAS, since 1994, Environmental Health Services (EHS) has used an
integrated records management system designed for daily time and activity tracking,
billing, inventory management, inspection and violation tracking, and complaint
management; and

WHEREAS, the records management system has maintained detailed program
information and data exports to the County Open Data portal and facilitated uploads of
mandatory data, as required by various state agencies. Additionally, EHS has
maintained a public portal to allow regulated businesses to electronically submit
hazardous materials business plan information, pursuant to AB2286; and

WHEREAS, in 2015, EHS implemented a system to capture inspection
information electronically, and generate and distribute various reports while in the field.

WHEREAS, on September 10, 2021, EHS conducted a Request for Proposals for a contractor to provide a records management system that would support current and future needs of EHS and businesses in the community; and

WHEREAS, Incapsulate, LLC (Incapsulate) using Salesforce's Public Sector Solutions, was selected, in part because of its ease of customization, cloud platform architecture, enhanced technology solutions for use by field staff, integration of industry-proven data management approaches, robust accounting solution and data visualization components, overall cost, and its innovative approach to meeting EHS' needs; and

WHEREAS, the proposed agreement between EHS and Incapsulate will provide EHS with a records management system to maintain detailed program information and data exports to the County Open Data portal and facilitate uploads of mandatory data, as required by various State agencies' regulatory requirements; and

WHEREAS, both parties now wish to enter into an agreement regarding Incapsulate's records management system for a term of July 12, 2022, through June 30, 2027, for a total obligation amount not to exceed \$1,300,000; and

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

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 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 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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