



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Information Services



Date: September 21, 2012

Board Meeting Date: October 23, 2012

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Reyna Farrales, Interim CIO/Director of Information Services

Subject: Issuance of Purchase Orders to People Strategy, Inc.

RECOMMENDATION:

Adopt a Resolution waiving the Request for Proposals process and authorizing the County Purchasing Agent to issue purchase orders to People Strategy, Inc. for proprietary software licenses and support maintenance for the term of November 10, 2012 through November 10, 2015, with a total collective fiscal obligation between all purchase orders not to exceed \$550,000.

BACKGROUND:

Since 1991, the County has used the Personnel Information and Payroll System (PIPS), a complex set of payroll and benefit programs, to pay employees and track personnel record data. Ensuring the availability of PIPS requires County staff as well as support from Integral Systems, now People Strategy, Inc.

DISCUSSION:

Preventative and routine maintenance of PIPS is required to ensure PIPS will be available and current, in particular with respect to State and Federal tax codes. PIPS is a proprietary system, and maintenance is solely provided by the vendor. For these reasons we are recommending that the Board waive the Request for Proposal process as People Strategy, Inc. is the only vendor able to provide support for PIPS.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed and approved this Resolution as to form.

This Resolution supports the Shared Vision 2025 Collaborative Community goal because it was developed and recommended by Countywide Payroll Committees and will ensure vendor support for the County's payroll system, PIPS.

PERFORMANCE MEASURE(S):

Measure	FY 2011-12 Actual	FY 2012-13 Projected
Percent of Information Technology Availability	99.9%	99.9%

FISCAL IMPACT:

The term of this purchase authorization is from November 10, 2012 to November 10, 2015, with a total collective fiscal obligation between all purchase orders not to exceed \$550,000. Funds are included in ISD's FY 2012-13 Adopted Budget and will be included in future year's budgets. ISD will recover these costs by chargeback to Controller's Payroll budget.