

RESOLUTION NO. _____

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

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**RESOLUTION WAIVING THE REQUEST FOR PROPOSALS PROCESS AND
AUTHORIZING AN AGREEMENT WITH WESTERN INTEGRATED SYSTEMS TO
PROVIDE ACCOUNTS PAYABLE AUTOMATION SERVICES, FOR THE TERM OF
SEPTEMBER 10, 2013 THROUGH MARCH 10, 2014, IN AN AMOUNT NOT TO
EXCEED \$172,542**

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

WHEREAS, the Controller's Office recognizes an opportunity whereby accounts payable processing could be improved countywide through increased use of automation; and

WHEREAS, an automated solution could reduce invoice processing time by several days, which would allow departments the ability to redirect resources to other mission critical activities; and

WHEREAS, the County intends to roll-out the automated solution to all County departments after it is successfully utilized by the three pilot project departments, which consist of the Controller's Office, Public Works and Information Services; and

WHEREAS, Western Integrated Systems has previously provided software and back office services to the County and is familiar with the County's processes and systems; and

WHEREAS, Ordinance Code Section 2.83.170 authorizes the Board of Supervisors to waive the Request for Proposal process in any situation where the Board

of Supervisors determines that the best interest of the County could be served without the necessity of proposals; and

WHEREAS, this Board has been asked to waive the Request for Proposal process in order to contract with Western Integrated Systems for software and services that include a document scanning and data extraction tool, a workflow tool, and their integration with County's document storage and accounting systems; and

WHEREAS, this Board has determined that it is in the best interest of the County to waive the Request for Proposal process; and

WHEREAS, there has been presented to this Board of Supervisors for its consideration and approval the form of an agreement with Western Integrated Systems to provide accounts payable automation services for a period of one year, for a total compensation not to exceed \$172,542 during the contract term; and

WHEREAS, this Board has determined that it is in the best interest of the County to enter into the September 10, 2013 agreement.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the County requirement for the Request for Proposal process for these software and implementation services is hereby waived; and

BE IT FURTHER RESOLVED 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; and

BE IT FURTHER RESOLVED that the Controller or his/her 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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