



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Information Services



Date: March 12, 2015

Board Meeting Date: April 14, 2015

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Jon Walton, CIO/Director Information Services Department

Subject: Resolution for agreements with eligible vendors and amendments with AgreeYa Solutions and 314e Corporation for contingency staffing services

RECOMMENDATION:

Adopt a Resolution authorizing the Chief Information Officer or his designee to execute:

- A) Agreements with each vendor listed in Attachment A to provide contingency staffing services throughout the term of April 14, 2015 through April 13, 2016, for an aggregate amount to not to exceed \$12,000,000; and
- B) Amendments to the existing agreements with AgreeYa Solutions and 314e Corporation adding up to \$2,000,000 to each agreement for an aggregate amount not to exceed \$11,950,000.

BACKGROUND:

In August 2011, ISD released a Request for Proposals (RFP) ISD #1815 to find suitable vendors to continue providing contingency staffing services and as a result of that RFP, established two agreements with 314e Corporation and AgreeYa Solutions. These agreements will expire on June 30, 2015.

In November of 2013, Information Services Department (ISD) working with Procurement issued (RFP) #1825 to pre-qualify a variety of select technology vendors for a broad spectrum of IT project-based needs. Quality of work, subject matter expertise, available labor support, proven large and small project experience, and experience with providing services to government agencies were some of the criteria used in the evaluation process to build a Master Services Agreement (MSA) to decrease in staff time for processing contracts and provide a faster response to departmental requests for service.

The MSA program has been successful in quickly contracting services for project based activities, but ISD provides many types of Information Technology (IT) support and services to County departments, including operational support. ISD has embraced the agile staffing model, hiring permanent staff only when long-term needs have been established. An important element of the agile staffing approach is the careful use of contractual and term staff. In an effort to maximize the pool of potential candidates and building on the success of the MSA process, in December of 2014, ISD released RFP ISD #1825 to build a pool of eligible vendors to continue providing contractual staffing services.

DISCUSSION:

ISD augments County staff with contractual staff based on three criteria: 1) surge capacity – if we have a spike in work that cannot be managed by County staff nor through prioritization, we need to bring in contractual staff; 2) Subject Matter Expertise (SME) - if an IT project requires SME the County does not currently possess, we need to bring in contractual staff with the expertise needed for a project and we include knowledge transfer in the scope of work. This can also be used when staff is the SME and we need to backfill for them when they are released to work on a project, and 3) to provide support for legacy systems - if we need additional staff to provide support for a legacy system, we choose to bring in contractual staff rather than training County staff on an IT system nearing end of life. ISD continues to provide contractual staffing resources to other County departments.

With your Board's approval, ISD would like to select from pre-approved vendors for a variety of contingency staffing needs. Using this proven method, ISD would have the option of contracting from the qualified vendors and selecting the most qualified contractual resource at the best price. This would allow ISD to choose a vendor from Attachment A without having to use the Request for Proposal process or submitting a sole source justification for each agreement and would authorize the Chief Information Officer or his designee to sign agreements, including those over \$100,000, and in aggregate up to an amount not to exceed \$12,000,000, thereby saving the County time and money by operating more efficiently. We believe there is value in having a pool of contingency staffing vendors pre-approved to both reduce time spent sourcing staff as well as increasing the likelihood of our contingency staffing vendors having IT staff to meet our needs. The one year term of this Resolution will allow ISD to examine the success of creating a pool of vendors and future year's funding will be requested at that time.

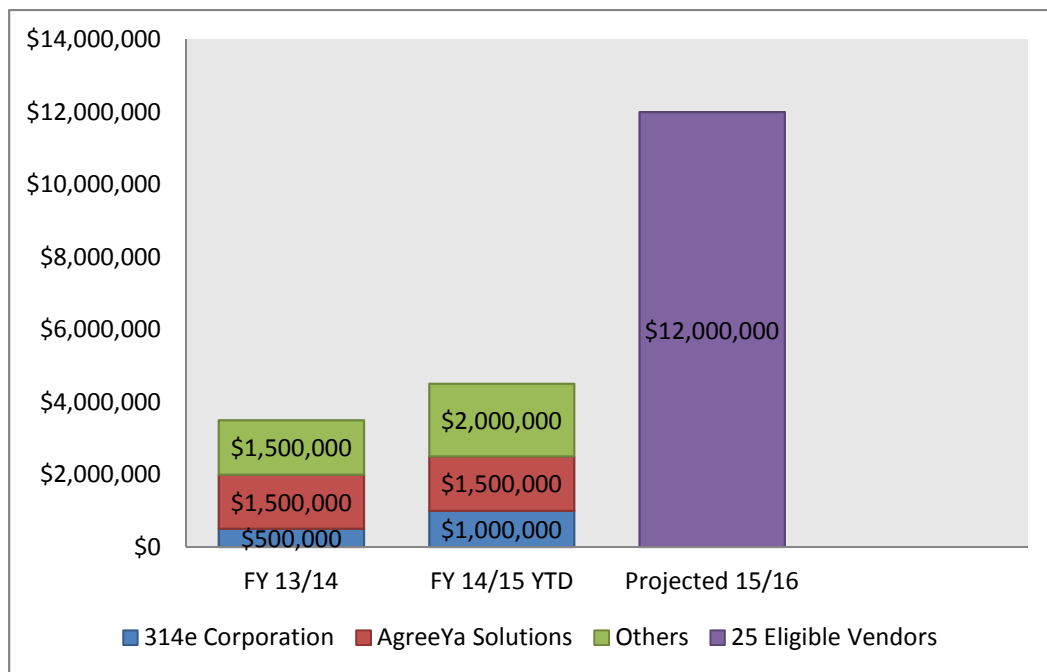
In order to gracefully transition to this new pool of qualified vendors, if needed, ISD would like the Chief Information Officer or his designee to be authorized to sign amendments with our two current contingency staffing vendors 314e Corporation and AgreeYa Solutions to add up to \$2,000,000 to each agreement to allow any existing

contractual resource to come to term and avoid any interruptions in services that the resources are providing.

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 contractual resources in an expeditious manner, thereby reducing IT project startup time and will help customers meet their goals on-time and on budget. This Resolution will contribute to the performance measure by helping to ensure resources are available to meet project requirements.

Countywide Expenditures



PERFORMANCE MEASURE(S):

Measure	FY 2014-15 Estimated	FY 2015-16 Projected
Completed projects on time and on budget	72%	78%
Customer satisfaction rating of good or better on projects	72%	78%

FISCAL IMPACT:

The total obligation for this Resolution is \$14,000,000, which includes the up to \$2,000,000 amendments for the current agreements with AgreeYa Solutions and 314e Corporation and the \$12,000,000 for new agreements with the 25 eligible vendors. Total expenditures across all agreements will be monitored and managed by ISD fiscal staff. Funding for contractual resources will come from departmental appropriations for

services or 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.

Request for Proposals – Matrix

1	Where was the RFP advertised?	San Mateo Daily Journal, PublicPurchase.com
2	In addition to any advertisement, list others to whom the RFP announcement was sent:	PublicPurchase.com and County internet- Information Services Department and Human Resources Procurement webpages.
3	State the total number of RFP's sent to prospective proposers:	Submitted via PublicPurchase.com website
4	How many proposals did you receive?	25
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	See below, Eligible Vendors Attachment A

Eligible Vendors

Attachment A

1. 314e Corporation
2. AgreeYa Solutions
3. AIXTEX (Eaton)
4. Alcor
5. AppleOne
6. Bara Infoware Inc
7. Compucom
8. Computer Options (Convergent)
9. Estuate Inc
10. Genuent
11. HIMS
12. Infiniti
13. ITH Staffing
14. ITSource Technology
15. Johnson Service Group
16. Lead Staffing Corporation
17. Modis
18. Prospance Inc
19. PSOMAS
20. Razor Shark
21. Sierra-Cedar
22. STG
23. Systems Integration Solutions
24. Triune Infomatics
25. Xterra Solutions