

RESOLUTION NO. .

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

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RESOLUTION AUTHORIZING TWO AGREEMENTS WITH AGILOFT, INC. FOR IMPLEMENTATION OF A PROCUREMENT AND CONTRACT MANAGEMENT SYSTEM, INCLUDING DESIGN AND IMPLEMENTATION SERVICES FOR THE COMBINED AMOUNT OF \$905,000, WHICH INCLUDES PROFESSIONAL SERVICES FOR THE TERM OF AUGUST 5, 2015, THROUGH DECEMBER 31, 2016, IN AN AMOUNT NOT TO EXCEED \$475,000 AND SOFTWARE LICENSING AND HOSTING SERVICES FOR THE TERM OF OCTOBER 1, 2015, THROUGH SEPTEMBER 30, 2020, IN AN AMOUNT NOT TO EXCEED \$430,000

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

WHEREAS, on September 8, 2014, the Human Resources Department issued a Request for Proposals (RFP) for a web-based contract development and management solution for countywide contract processing, and said system is intended for use by all departments to develop and manage the life cycle of contracts for goods and services, including vendor agreements; and

WHEREAS, Agiloft, Inc. (Agiloft) responded to the RFP and was selected as the preferred vendor to meet the County's contract management requirements, with the new system including the following elements: new versions of the County's template for service contracts, as well as other contract-related templates and documents, will be maintained within the system; standard contract processes and work-flows will be mapped out, including many department-specific processes; a library of contract clauses and other documents will be created, permitting departments to select the standard language they wish to use in an agreement; vendor-provided contract

language will be usable when necessary; review and routing of draft documents, as well as waiver requests, will be facilitated within the system, helping ensure proper review before contract execution; departments will be able to customize work processes within the system when appropriate; the RFP (and similar Request for Information and Request for Quotation) processes will be managed through the new system; and public access to certain contract-related information will be provided, thereby supporting the County's ongoing efforts to provide transparency in government services; and

WHEREAS, there will be two separate agreements with Agiloft to provide the listed services for the combined total of \$905,000; including an agreement (the "Professional Services Agreement") for the project's design, implementation, and training services, which will begin August 5, 2015, and end December 31, 2016, with a maximum fiscal obligation of \$475,000, and an agreement (the "Licensing and Hosting Agreement") for software licensing and hosted services for a five-year period, from October 1, 2015, through September 30, 2020, with a maximum fiscal obligation of \$430,000; and

WHEREAS, the Professional Services Agreement includes approximately \$241,000 for contingency and optional services, including: work on a system to manage, track, and audit grant-funded sub-recipient contracts, something that currently requires substantial time and effort by County employees; implementation of a process for procurement-related goods and services requests, allowing departments to better understand the status and anticipated fulfillment timeframe of procurement requests; and further integration with County systems; and

WHEREAS, the optional services under the Professional Services Agreement will only be undertaken based on approval of the project steering committee, which currently consists of the Human Resources Director, and a representative from the County Manager's Office, Human Services Agency, Information Services Department, Health System, and County Counsel, and such optional services shall be implemented within the maximum fiscal obligation of \$475,000 for the Professional Services Agreement; and

WHEREAS this Board has been presented with copies of the Professional Services Agreement and Licensing and Hosting Agreement, has approved both agreements as to form and content, and now desires to enter into the agreements.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors is hereby authorized and directed to execute the Professional Services Agreement and Licensing and Hosting 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 Director of Human Resources or designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation of the Professional Services Agreement (current maximum fiscal obligation of \$475,000) and the Licensing and Hosting Agreement (current maximum fiscal obligation of \$430,000) by no more than \$25,000 in aggregate for each agreement (for a total between the two agreements of \$50,000) and/or modify the term

and/or services of each contract so long as the modified term or services is/are within
the current or revised fiscal provisions.

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