



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Services Agency



Date: June 17, 2015
Board Meeting Date: August 4, 2015
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Iliana Rodriguez, Director, Human Services Agency

Subject: Agreement with ShareSquared Inc., for intranet migration and software services

RECOMMENDATION:

Resolution authorizing an agreement with ShareSquared Inc., for the purpose of intranet migration and software services for the Human Services Agency's Intranet from the term of July 21, 2015 through June 30, 2018, in an amount not to exceed \$260,000.

BACKGROUND:

The Human Services Agency (HSA) has been using the Stellent Enterprise Content Management system since 1997, to provide an Intranet system to share news and files. Stellent was acquired by Oracle in 2007 and HSA has continued to use Stellent past its end of life in March 2013. This version does not support the current versions of Adobe Acrobat and Microsoft Office documents. Staff released a Request for Proposal (RFP) on 2/9/2015, to solicit and select a contractor to migrate the existing intranet onto a modern platform of either the Universal Content Management System (UCM) from Oracle, or the Microsoft Sharepoint platform used by the Information Services Department (ISD) for document storage and planned for departmental Intranet sites.

DISCUSSION:

Both the selection committee and the Director's Team selected ShareSquared as the best qualified vendor based on the Program Directors' decision to migrate its Intranet platform from an Oracle product to the Microsoft SharePoint platform which has been adopted by ISD as a County standard platform for Department Intranets and file storage. This new Intranet platform will allow storage and use of video based training, and other modern file formats to augment the new Microsoft Office 2013 features.

The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

The agreement and the resolution have been reviewed and approved by County Counsel as to form. ISD has reviewed the agreement.

The agreement contributes to the Shared Vision 2025 outcome of a Prosperous Community by ensuring effectiveness and efficiencies in the County's Welfare Department internal information sharing activities. It is anticipated that 0% of HSA's Microsoft Office and Adobe Acrobat files will require conversion to obsolete versions after October 2015.

PERFORMANCE MEASURE(S):

Measure	FY 2014-15 Actual	FY 2015-16 Projected
Continued use of obsolete version of Microsoft Word and Adobe Acrobat files.	50%	0%

FISCAL IMPACT:

The term of this agreement is July 1, 2015 through June 30, 2018. The amount of the agreement is not to exceed \$260,000 for the three-year term. The expense of this agreement will be Cost Applied to HSA with funding estimated at 70% state and federal, 30% Net County Cost. Appropriation for this agreement will be included in the FY 2015-16, FY 2016-17 and FY 2017-18 Recommended Budgets.