



County of San Mateo

Inter-Departmental Correspondence

Department: INFORMATION SERVICES

File #: 24-065

Board Meeting Date: 1/30/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Michael Wentworth, Director/Chief Information Officer, Information Services Department
Subject: Ratification of Information Technology Purchase Orders

RECOMMENDATION:

Adopt a resolution ratifying Information Technology Purchase Orders for the procurement of periodic software subscriptions and renewals and hardware maintenance as specified in Attachment A in the amount of \$5,448,231 and authorizing the Director/Chief Information Officer or designee to execute necessary contract renewal documents for the individual terms as specified in Attachment B in an amount not to exceed \$12,383,288 for a total authorization of \$17,831,519.

BACKGROUND:

The Information Services Department (ISD) provides technology services to County departments and external agencies including support of enterprise infrastructure which delivers network, cybersecurity, data center, public safety radio, servers, and applications services. These services require ongoing access to commercially available off-the-shelf ongoing hardware and software licenses and maintenance required to access and support the enterprise infrastructure.

In collaboration with County Procurement and in accordance with established procurement and solicitation processes outlined within County Administrative Memorandum B-1, ISD has typically procured needed software and hardware maintenance via County Purchase Orders. This process has been a common and accepted practice for County departments. However, owing to the changing nature of software and its delivery and maintenance, the County Attorney, working with the Controller, has concluded that departments should, in procuring software subscriptions and hardware maintenance, use the established process for securing services, rather than the process for procuring goods, as has historically been the practice.

DISCUSSION:

To address the change in County practice, maintain transparency, and to fulfill the County's financial commitments, ISD hereby requests this Board's ratification of the issued Purchase Orders listed in Attachment A in the amount of \$5,448,231.

Additionally, ISD further requests that authorization be granted to the Director/Chief Information Officer or designee to execute the necessary contract documents for upcoming renewals of software subscriptions and hardware maintenance as specified in Attachment B in an amount not to exceed \$12,383,288. This authorization allows ISD to maintain operational continuity for essential systems and licenses used by County Departments in a timely fashion while the County finalizes the procurement procedure moving forward.

The County Attorney's Office has reviewed and approved the resolution as to both form and content.

FISCAL IMPACT:

The total not to exceed amount for the Purchase Orders is \$17,831,519. Funding for the Purchase Orders has been included in ISD's FY 2023-24 Adopted Budget and service charges. Funding for future purchase orders has been included in ISD's FY 2024-25 preliminary Recommended Budget and service charges.