



County of San Mateo

Inter-Departmental Correspondence

Department: INFORMATION SERVICES

File #: 19-102

Board Meeting Date: 1/29/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Jon Walton, CIO/Director Information Services Department
Subject: Master Services Agreements Resolution

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the Master Services Agreements Resolution 073010, to extend the term through June 30, 2019.

BACKGROUND:

On October 31, 2013, the Information Services Department (ISD) released Request for Proposals (RFP) #ISD1825 to pre-qualify a variety of technology vendors for a broad spectrum of IT project-based needs. On February 11, 2014, the Board approved Resolution #073010 to authorize the Chief Information Officer or his designee to execute agreements on an as-needed basis with 38 pre-approved vendors for an aggregate not to exceed amount of \$25,000,000. On July 15, 2016, ISD released a second RFP to allow additional vendors to apply to join the vendor pool. The 2016 RFP resulted in the addition of 47 pre-approved vendors, through Board Resolution #075006, for a new total of 85 pre-approved vendors. The feedback from staff, customers, and vendors about the Master Services Agreements (MSA) IT contract process has been positive due to the fact that it has effectively shortened the duration from request issuance to contract award to approximately three months, from the typical eight months of a traditional RFP process. This enables IT projects to be delivered more expeditiously by pre-approved vendors.

DISCUSSION:

The current MSA Resolution is due to expire on February 10, 2019 and ISD will release a new RFP to establish a new list of vendors and term. ISD hereby requests an extension of the current MSA Resolution term to June 30, 2019. No additional funds are being requested and as such the current aggregate not to exceed amount remains unchanged and the Chief Information Officer or his designee will continue to be authorized to execute all agreements and amendments, including agreements over \$100,000. All agreements awarded through this MSA process are discussed and reviewed among ISD, County Counsel, and Human Resources to ensure the procurement practices of the County are followed.

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 IT services in an expeditious manner 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.

PERFORMANCE MEASURE:

Measure	FY 2017-18 Actual	FY 2018-19 Projected
Percentage of medium and large projects completed on time and on budget with a customer satisfaction rating of Good or Better	100%	85%

FISCAL IMPACT:

There is no obligation for this action. The total not to exceed amount for the previously approved Resolution is unchanged at \$25,000,000. Total expenditures across all agreements will be monitored and managed by ISD fiscal staff. Funding for IT services will come from departmental appropriations for projects and costs will be charged to the appropriate department through the ISD work authorization process. Countywide projects will be funded through **Measure K** and 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.