



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** INFORMATION SERVICES

**File #:** 19-589

Board Meeting Date: 6/25/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Jon Walton, Chief Information Officer, Information Services Department

**Subject:** Master Services Agreements Resolution

**RECOMMENDATION:**

Adopt a resolution authorizing the Chief Information Officer, or his designee, to execute agreements with the eligible vendors, listed in Attachment A, to provide as needed information technology services for the term of July 1, 2019 through June 30, 2021, for an aggregate amount not to exceed, \$20,000,000, and to extend six (6) existing agreements, listed in Attachment B, under the Master Services Agreements (MSA) Resolution #070310 to allow for the completion of ongoing projects.

**BACKGROUND:**

Since 2013, the Information Services Department (ISD) has periodically released Request for Proposals (RFP's) to pre-qualify a variety of select technology vendors for a broad spectrum of IT project-based needs. The Board approved Resolution #073010 for an aggregate not to exceed amount of \$25,000,000 and authorized the Chief Information Officer, or his designee, to execute all agreements on an as needed basis with the list of eligible vendors for an aggregate not to exceed amount. All eligible vendors were then provided the same opportunity to submit proposals on individual requests for services. The MSA process has effectively shortened the duration from request issuance to the award of an agreement to three (3) months, from the typical nine (9) months for a traditional RFP process.

**DISCUSSION:**

To date, ISD has executed 61 agreements under the MSA process. The current MSA Resolution includes 85 eligible vendors, and its term is due to expire on June 30, 2019. On April 22, 2019, ISD released RFP# ISD-20191840 to refresh the eligible vendor pool and establish a new term and aggregate not to exceed amount. The list in Attachment A contains the vendors ISD recommends for the new eligible vendor pool. Quality of work, available organizational support, and experience with providing services to government agencies were some of the criteria used in the evaluation process. The Resolution's not to exceed aggregate amount of \$20,000,000 will authorize the Chief Information Officer, or his designee, to execute all agreements and amendments, including agreements over \$100,000. All agreements awarded through the MSA process are discussed between ISD, County

Counsel, and Human Resources to ensure the procurement practices of the County are followed.

Additionally, the list of agreements in Attachment B are currently in process and active under Resolution #070310. ISD requests that authority be granted to the Chief Information Officer to extend the end dates and fiscal obligation for agreements with these vendors through the end of their corresponding projects or transition them under the new Resolution. The agreements in Attachments B that are extended will not exceed the aggregate not to exceed amount in Resolution #070310.

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 ISD ensure that project timelines meet their goals on-time and within budget performance goals. This Resolution will contribute to the performance measure by helping to ensure resources are available to meet project and operational requirements.

**FISCAL IMPACT:**

The term of the Resolution is July 1, 2019 through June 30, 2021. The total aggregate not to exceed amount is \$20,000,000. 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 operations. Countywide projects will be funded through Measure K, Proposition 172 and/or Non-Departmental funding sources. There is no obligation on the part of the County to procure any amount of services as a result of this action.