



County of San Mateo

Inter-Departmental Correspondence

Department: INFORMATION SERVICES

File #: 20-160

Board Meeting Date: 3/24/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Jon Walton, CIO/Director, Information Services Department
Subject: Agreement with Eaton and Associates for Technical Consulting and Emergency Staffing

RECOMMENDATION:

Adopt a resolution authorizing the execution of an agreement with Eaton and Associates, a vendor competitively sourced by the Information Services Department through its Master Services Agreement process, to provide technical consulting and emergency staffing in response to COVID-19 pandemic for the term of March 16, 2020 through June 30, 2020, in an amount not to exceed \$906,800.

BACKGROUND:

On March 3, 2020, and pursuant to Section 101080 of the California Health and Safety Code, the San Mateo County Health Officer declared a local health emergency throughout San Mateo County related to the novel coronavirus (COVID-19). On March 10, 2020, the Board of Supervisors of the County of San Mateo adopted a resolution to ratify and extend this declaration of local health emergency. Additionally, on March 3, 2020, and pursuant to Section 8630 of the California Government Code and Chapter 2.46 of the San Mateo County Ordinance Code, the San Mateo County Director of Emergency Services proclaimed a local emergency throughout San Mateo County related to the novel coronavirus (COVID-19). On March 10, 2020, the Board of Supervisors of the County of San Mateo adopted a resolution to ratify and extend this proclamation of local emergency. On March 16, 2020 the San Mateo County Public Health Officer issued a formal order for shelter-in-place requiring businesses to allow their employees to telework. As such, County department heads developed a reduced staffing plan for County employees in order to ensure that essential County services continue to be provided. Department heads also drafted a plan for non-essential County services to be provided by County workforce members from remote locations.

DISCUSSION:

The Information Services Department (ISD) maintains and supports critical technology infrastructure in the County. Additionally, ISD deploys technology equipment necessary for County users to perform day to day operational work from County facilities as well as remotely. In response to the March 16,

2020 Shelter In Place Order issued by the San Mateo County Health Officer, the County is tasked with rapidly expanding its telework options for County employees. ISD needs additional support personnel to quickly expand the County's critical technology infrastructure such as network, server, physical computing, cybersecurity monitoring, and other services to support the surge in County employee telework

ISD is requesting that your Board approve this contract with Eaton and Associates to provide technology consulting and staffing services to quickly meet the unanticipated needs of the County in the wake of the COVID-19 emergency.

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

County Counsel has reviewed and approved the Agreement and Resolution as to form.

FISCAL IMPACT:

The term of this agreement is from March 16, 2020 through June 30, 2020 in an amount not to exceed \$906,800. Funding for this Agreement has been appropriated in Non-Departmental Services through a mid-year ATR.