



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 20-522

Board Meeting Date: 7/7/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Rocio Kiryczun, Director of Human Resources

Subject: Agreement with Agiloft, Inc, for The County's Contract Management System (CMS)
Annual Hosted Services and Platform Enhancements

RECOMMENDATION:

Adopt a resolution waiving the request for proposal process and authorizing an agreement with Agiloft Inc. for software platform enhancements, maintenance, training, and help desk support for the term of July 1, 2020 through June 30, 2023 for an amount not to exceed \$266,423.84.

BACKGROUND:

On September 8, 2014, the Human Resources Department issued a Request for Proposals (RFP) for a web-based contract development and management solution for County-wide contract processing. The system is intended for use by all departments to develop and manage the life cycle of contracts for goods and services, including vendor agreements. Most County departments have been using the Contract Management System (CMS) to execute, track spend and manage contracts. The County enters into more than 1,500 contracts annually, the majority of which are executed through CMS. Besides executing contracts, CMS is storing multiple documents besides the contract itself, including proposals, certificates of insurance and Board of Supervisors authorization documents.

DISCUSSION:

The proposed agreement is to ensure continuation of Agiloft's services for a web-based contract development and management solution for County-wide contract processing. The continuation of service with Agiloft is critical for the County to ensure uniformity in contract management and to provide County staff a consistent platform to manage contracts. CMS has been used by most of the County departments to develop and manage the life cycle of service contracts. The typical service contract life cycle includes determining the scope of required services, requisition approvals, conducting a solicitation, evaluation and selection processes, execution, performance monitoring, contract closeout and archiving, often with associated amendments or work orders and the need to manage associated documents and information such as insurance certificates. During the term of this new contract, a new module will be developed by Agiloft to monitor county-wide vendor agreements to ensure the County is in alignment with not to exceed amounts and the terms of the agreements.

Therefore, the County believes that it is in the best interest to continue contracting with Agiloft and is requesting your board to approve waiving the request for proposal process.

The resolution authorizes the Director of Human Resources or designee to execute contract amendments that modify the County’s maximum fiscal obligation under the proposed agreement by no more than \$25,000 and/or modify the term and/or services as long as the modified term or services is/are within the current or revised fiscal provisions.

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

PERFORMANCE MEASURE(S):

Measure	FY 2020-21 Projected	FY 2021-22 Projected	FY2022-23
Percent of vendor agreements completed/tracked/monitored within CMS system	25%	75%	NA
Response time to CMS help desk tickets submitted by County staff	24-48 hours	24-48 hours	24-48 hours

FISCAL IMPACT:

The term of the agreement is from July 1, 2020 through June 30, 2023 in an amount not to exceed \$266,423.84. The entire cost for the agreement will be offset through reimbursements from Non-Departmental Services. This contract has been included in the Human Resources Department FY 2020-21 Recommended Budget. Similar arrangements will be made for FY 2021-22 and beyond.