



County of San Mateo

Inter-Departmental Correspondence

Department: INFORMATION SERVICES

File #: 21-093

Board Meeting Date: 1/26/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

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

Subject: **Measure K:** Agreement with Phase2 to provide development, content migration, and project management services to upgrade County of San Mateo's Drupal website hosting platform

RECOMMENDATION:

Adopt a resolution authorizing an agreement with Phase2 Technology, LLC to provide development, content migration, and project management services to upgrade all of the County of San Mateo's websites hosted on the Drupal platform for the term of January 18, 2021, through April 30, 2022, for an amount not to exceed \$1,895,500.

BACKGROUND:

The County of San Mateo's website is built on the Drupal platform and is comprised of smcgov.org and thirty (30) departmental websites that provide essential information and services to county residents and the general public.

The Drupal software currently in use will reach end-of-life in November 2022. The County intends to migrate the website to the latest Drupal software prior to this deadline, so that the County's websites stay supported and in compliance with the various website and security requirements in the agreement.

DISCUSSION:

This project will improve processes related to content updates, modifications of content modules and templates, improve data analytics and monitoring capacity for platform activity, as well site search experience and performance. Implementation of the new platform will improve the ability for residents, businesses, and other parties to access and make use of government services, information for County programs and initiatives, and get reliable data through geographic information and open data sources.

On December 19, 2019, the Information Services Department (ISD) released a Request for Proposal (RFP) No. ISD-20201842 seeking proposals for this Drupal software upgrade and content migration.

Eleven proposals were received and reviewed by a committee consisting of ISD and CMO staff. Phase2 Technology, LLC was selected based on their method and approach using a thorough and feasible upgrade strategy and proposed solution at a reasonable cost that best meets the County's business criteria and technical requirements. ISD is seeking approval from the Board to execute and agreement with Phase2 for Drupal upgrades and content migration from Drupal 7 to 8, and from Drupal 8 to 9 within a 16-month period beginning January 2021.

County Counsel has reviewed and approved the agreement and Resolution as to both form and content.

FISCAL IMPACT:

The term of this agreement is from January 18, 2021 to April 30, 2022. The total cumulative financial obligation is not to exceed \$1,895,500. Funding for this agreement in the amount of \$611,800 is included in ISD's FY 2020-21 Measure K allocation and the remaining amount of \$1,283,700 will be included in FY 2021-22 Recommended Budget request.