



County of San Mateo

Inter-Departmental Correspondence

Department: INFORMATION SERVICES

File #: 21-553

Board Meeting Date: 6/29/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael Wentworth, Interim Director/Chief Information Officer, Information Services Department

Subject: **Measure K:** Contingency Staffing Agreements Resolution

RECOMMENDATION:

Measure K: Adopt a resolution authorizing the Interim Director/ Chief Information Officer, or designee to execute amendments to five (5) agreements listed in Attachment A, for contingency staffing services under Resolution No. 075941, extending the term through June 30, 2022.

BACKGROUND:

The Information Services Department (ISD) provides many types of Information Technology (IT) support and services to County departments including both operational and project support. ISD has embraced the agile staffing model and hires permanent staff only when long-term needs have been established. An important element of the agile staffing approach is the careful use of vendor provided contingency staffing services and term staff. Since 2006, ISD has regularly conducted Requests for Proposals (RFP) to establish multi-year agreements for as needed technology-based contingency staffing services.

On March 28, 2018, ISD released RFP# ISD-20181835 to establish a pool of eligible vendors for a three-year term. On June 19, 2018, this Board approved Resolution No. 075941 authorizing the Director/Chief Information Officer to execute agreements with 28 vendors to provide contingency staffing services, for the term of July 1, 2018 through June 30, 2021, for an aggregate amount not to exceed \$27,000,000 between all agreements.

DISCUSSION:

Resolution No. 075941 is due to expire on June 30, 2021 and ISD is requesting to extend five (5) contingency staffing vendor agreements through June 30, 2022. These agreements have been selected for the extension as the vendors currently have active consultants providing services. No additional funds are being requested and as such the current aggregate not to exceed amount remains unchanged. The Interim Director/ Chief Information Officer (CIO) will continue to be authorized to execute all agreements and amendments, including agreements over \$200,000. ISD

will release an RFP to establish a new list of vendors and term which will be presented to this Board for a new authorization.

In addition to ISD's own staffing needs, CIO delegates their authority to the Health Information Technology Department to enter into agreements with the eligible vendors for contingency staffing services. This authorization has served ISD's customer well by saving them the time and effort it would take to complete their own RFP for the same types of services.

County Counsel has reviewed and approved the resolution as to form and will review the amendments prior to execution.

This resolution will contribute to the performance measure by helping to ensure resources are available to meet project requirements

PERFORMANCE MEASURE:

Measure	FY 2019-20 Actual	FY 2020-21 Projected
Availability of Key IT Infrastructure	99%	99%

FISCAL IMPACT:

The total not to exceed amount of the agreements is \$27,000,000, in aggregate and remains unchanged. This amount includes an allocation of \$18,000,000 to the Health Information Technology Department. The amended term of the agreements is from July 1, 2018 to June 30, 2022. Total expenditures across all agreements and by both departments will be monitored and managed by ISD fiscal staff. Funding for contractual resources will come from departmental appropriations for the services or projects, and costs will be charged to the appropriate department or project through the ISD work authorization process. Countywide projects will be funded through the **Measure K** and/or Non-Departmental project funding sources. A list of the five (5) of vendors is included in Attachment A.