



County of San Mateo

Inter-Departmental Correspondence

Department: INFORMATION SERVICES

File #: 21-554

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:** Master Services Agreements Resolution

RECOMMENDATION:

Measure K: Adopt a resolution authorizing the Interim Director/Chief Information Officer, or the CIO's designee to execute the four (4) amendments listed in Attachment A, extending the end term under the Master Services Agreements Resolution No. 076704 to allow for completion of ongoing Information Technology projects.

BACKGROUND:

On April 22, 2019, the Information Services Department (ISD) released Request for Proposals (RFP) #ISD-20191840 to establish a pool of pre-qualified technology vendors for a broad spectrum of information technology (IT) project-based needs. On June 25, 2019, this Board approved Resolution #076704 to authorize the Chief Information Officer, or the CIO's designee to execute agreements on an as-needed basis with 29 pre-approved vendors for a not to exceed amount of \$20,000,000, in aggregate. ISD has utilized the Master Services Agreements (MSA) contract process since 2013, releasing RFP's to periodically refresh the list of pre-approved vendors. The MSA process has received positive feedback from staff and customers due to the fact that it has effectively shortened the duration from request issuance to contract award to approximately three months, from the typical eight months of a traditional RFP process. This enables IT projects to be delivered more expeditiously by pre-approved vendors.

DISCUSSION:

The current MSA Resolution is due to expire on June 30, 2021 and ISD hereby requests an extension of the four (4) of agreements in Attachment A to allow for the completion of the ongoing projects. No additional funds are being requested and as such the current aggregate not to exceed amount (or of each agreement) remains unchanged. The Interim Director/CIO will continue to be authorized to execute the amendments, including agreements over \$200,000. ISD will release a new RFP to establish a new list of vendors and term which will be presented to this Board for a new authorization.

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

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 2021-22 Projected
Availability of Key IT Infrastructure	99%	99%

FISCAL IMPACT:

The total not to exceed amount for the previously approved Resolution is unchanged at \$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 costs will be charged to the appropriate department through the ISD work authorization process. Countywide projects will be funded through the **Measure K** and non-departmental project funding sources.