



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** INFORMATION SERVICES

**File #:** 21-555

Board Meeting Date: 6/29/2021

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**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:** Amendment No. 1 to the Agreement with Phase2 Technology, LLC, for SMC Website Drupal Upgrade and Content Migration

### **RECOMMENDATION:**

**Measure K:** Adopt a resolution authorizing an amendment to the agreement with Phase2 Technology, LLC, adjusting the project timeline to include additional review cycles within the planning, design, and implementation phases, increasing the amount by \$80,000 for a new amount not to exceed \$1,975,500.

### **BACKGROUND:**

The County of San Mateo's website is built on the Drupal 7 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. Drupal 7 and 8 will reach end-of-life in November 2022.

On December 19, 2019, the Information Services Department (ISD) released Request for Proposals (RFP) No. ISD-20201842 seeking proposals for Drupal upgrades and content migration from Drupal 7 to 8, and from Drupal 8 to 9.

Eleven proposals were received and reviewed by a committee of ISD and County Manager Office staff. Phase2 was the selected vendor as their method and approach, strategy and proposed solution to upgrade our Drupal 7 platform and migrate content surpassed that of other vendors who responded to the RFP. Phase2 has provided a thorough and feasible upgrade and migration proposal at a reasonable cost that best satisfies the county's business criteria and technical requirements.

On January 26, 2021, the Board of Supervisors approved Resolution Number 077977, authorizing the agreement with Phase2 Technology, LLC for providing development, content migration, and project management services to upgrade County of San Mateo's Drupal website hosting platform for an amount not to exceed \$1,895,500 and a term through June 30, 2022.

**DISCUSSION:**

The County has begun to migrate the website and content to Drupal 8 and then upgrade to Drupal 9 prior to the end-of-life deadline, so that the website stays supported and in compliance with the various web and security requirements listed in RFP No. ISD-20201842.

ISD is seeking approval from the Board to adopt a resolution authorizing an amendment of the Phase2 Technology, LLC, agreement allowing the parties to adjust the project timeline to include additional review cycles within the planning, design and implementation phases. These additional review and approval cycles will provide Committee members sufficient time to review the proposed solutions, incorporate feedback, and make recommendations and decisions while also providing adequate governance and oversight for this project. This ensures that the proposed solution(s) are acceptable to the various committee members who represent the business interests of the various departmental sites hosted on the new Drupal 9 platform.

County Counsel has reviewed and approved the resolution and amendment as to form.

**PERFORMANCE MEASURES:**

<b>Measure</b>	<b>FY 2018-19 (actuals)</b>	<b>FY 2019-20 (actuals)*</b>	<b>FY 2020-21 (estimate)*</b>	<b>FY 2021-22 (projected)</b>	<b>FY 2022-23 (projected)</b>
Site users (visitors)	1,629,178	3,238,897	4,068,571	1,759,512	1,808,388

\*Note: Higher usage in FY 2019-20 and FY 2020-21 aligns with COVID-19 pandemic

**FISCAL IMPACT:**

The term of this agreement will remain from January 18, 2021 to June 30, 2022. The total cumulative financial obligation, including the \$80,000 for this amendment is not to exceed \$1,975,500. Funding for this amendment is included in the County’s **Measure K** FY 2020-21 approved budget and the ongoing cost of Web Services operations is included in the Core IT charges billed to all customer departments.