



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY EXECUTIVE

**File #:** 23-81

Board Meeting Date: 2/14/2023

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Executive

**Subject:** Third Amendment to Agreement with Sherpa Government Solutions

**RECOMMENDATION:**

Adopt a resolution authorizing a third amendment to the agreement with Sherpa Government Solutions to increase the County's fiscal obligation limit by \$914,350 to a new total not-to-exceed amount of \$1,739,325 to cover the specified services for an extended term, extend the term through December 31, 2027, and replace Exhibits A1 and B1 with updated service and payment exhibits.

**BACKGROUND:**

In 2017, the County Executive's Office completed a competitive procurement process to identify qualified providers to supply software and associated support services for implementing a new system to assist in the preparation and publication of the County's budget. The County selected Sherpa Government Solutions (Sherpa) to provide these services, and, pursuant to this Board's authority, on October 31, 2017, the County entered into an agreement with Sherpa to provide the budgetary services for the term November 1, 2017, through September 20, 2022, for payments in an amount not to exceed \$800,000 (the "Agreement").

On September 25, 2020, and April 5, 2022, the County amended the Agreement to include support for a list of budget books to be produced during the two-year budget cycle, increasing the not-to-exceed amount by \$24,975 to a total of \$824,975 for the additional services and extending the term through February 28, 2023.

**DISCUSSION:**

The Sherpa budget system that the County has licensed and receives support for under the Agreement has proven to be useful and beneficial to the County for preparing its budget over the course of the 2-year budgeting process. While the preparation of the budget is complex, the Sherpa system is user-friendly. In addition, the support provided by the Sherpa staff has been instrumental in meeting the County's budgetary needs.

The County Executive's Office staff recently met with Sherpa to determine the specific support package needed for the County's budgeting purposes going forward, which would be included in an amendment to the Agreement.

To continue use of the Sherpa system and receive updated services to support the County's budget preparation, staff recommends a third amendment to the Agreement to increase the County's fiscal obligation limit amount by \$914,350 to a new total not-to-exceed amount of \$1,739,325 to cover the specified services for an extended term, to replace Exhibits A1 and B1 with updated exhibits specifying the services and payment terms, and to extend the term of the Agreement through December 31, 2027.

The extension of the Agreement for an additional five (5) years has been approved by the Procurement division and is in line with an exception to the standard 3-year term for contracts for maintenance and support of IT-related systems under Administrative Memo B-1, § III(A)(2).

The County Attorney's Office has approved the amendment to the Agreement and the resolution as to form.

**FISCAL IMPACT:**

This third amendment to the Agreement with Sherpa increases the not-to-exceed amount of the agreement by \$914,350, to a new total not-to-exceed amount of \$1,739,325 for the term November 1, 2017 through December 31, 2027. This Agreement will be fully funded by the County General Fund. The funding is included in the Non-Departmental Services FY 2022-23 Adopted Budget.