



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 23-647

Board Meeting Date: 7/25/2023

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

**To:** Honorable Board of Supervisors

**From:** Rocio Kirczun, Human Resources Director  
Jas Sandhar, Procurement Manager

**Subject:** Agreement for OpenGov Inc. for eProcurement Solution subscription and implementation services.

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with OpenGov Inc. to provide eProcurement implementation and subscription services for an amount not to exceed \$1,000,000 and a term of July 25, 2023 through July 24, 2026.

**BACKGROUND:**

Currently, the procurement process in the County is handled through a combination of the Microsoft Office Suite (communications and document development), Public Purchase (posting) and a Contract Lifecycle Management (CLM) solution. The CLM solution was obtained through a Request for Proposal (RFP) that was released in September 2014, with the County-wide roll-out occurring in Spring of 2016. In the intervening years, the eProcurement industry has changed, and it was time to check the marketplace again.

Procurement and contracting in the County is decentralized, and there is no centralized or complete repository of procurement information for the County.

On February 21, 2023, the County Executive announced changes to the County's procurement processes to the Board of Directors, stating that a workgroup would be convened to review the requirements for a new system and that an RFP would be released based on the information gathered.

On March 15, 2023, the Procurement Division presented a draft RFP to the eProcurement Steering Committee. The committee was seated with procurement staff from most of the County departments. They were asked to provide their specifications for the eProcurement software. All of the specification requests were included in the RFP.

On April 10, 2023, the Procurement Division publicly posted RFP No. 1486 for an eProcurement Solution, undertaking a competitive solicitation to identify an intuitive, easy to use, multi-tenant eProcurement Solution (the “Solution”) for use by staff in the County. The selected Solution would have the following:

- Centralized and standardized procurement process with transparency
- Oversight into County spend data and performance measures
- Audit trail of procurement transactions
- Intuitive and easy to use software for staff
- Improve and expand vendor participation through simple self-service access
- Data on diversity of contractors, including that of small business contracts

The RFP closed on May 15, 2023. Ten proposals were received, two of which were disqualified for not meeting minimum qualifications. The remaining eight proposals were reviewed and scored by an evaluation panel with panelists from Human Resources, Controller’s Office, Department of Public Works, Health, Human Services Agency, and the County Executive’s Office.

On June 9, 2023, the three finalists presented demonstrations of their Solutions to the evaluation panel. As a result of the evaluation process, OpenGov Inc. and their Solution OpenGov Procurement was selected.

#### **DISCUSSION:**

OpenGov is a highly experienced provider of software solutions for the public sector and is well-suited to the County’s procurement needs. OpenGov will provide staff and resources to configure and implement the Solution. Services for configuration and implementation include migration assistance for existing documents, solution development, training, integration, and testing. OpenGov Inc. will also provide subscription services that include data hosting, helpdesk availability, and software updating.

County staff recommends that this Board authorize the agreement that has been negotiated with OpenGov Inc. for eProcurement Solution services for an amount not to exceed \$1,000,000 and a term of July 25, 2023, through July 24, 2026. The agreement also includes an option to extend the software subscription term, with rates provided for the optional fourth, fifth, sixth, and seventh year; if County staff recommends exercising this option in the future, it will seek to amend the agreement and obtain Board approval to increase the not-to-exceed amount, if needed.

During contract negotiation, OpenGov Inc. requested modification of the County’s standard contract term to limit the number of employees covered by the non-discrimination reporting requirements; County staff recommends that the Board approve that request as in the best interests of the County in accordance with Ordinance Code section 2.84.030(b).

The resolution contains the County’s standard provisions allowing amendment of the County fiscal obligations by a maximum of \$25,000 (in aggregate) and includes language for other governmental entities to piggyback of this agreement.

The agreement and resolution have been reviewed and approved by County Attorney’s Office as to form.

**PERFORMANCE MEASURE:**

Measure	% Met
Implementation Meets County Deadline	Deadline set for March 2024

**FISCAL IMPACT:**

The term of the agreement with OpenGov Inc. is from July 25, 2023, through July 24, 2026 for an amount not to exceed \$1,000,000. The County Executive's department has included this service in their FY 2022-23 Adopted Budget and FY 2023-24 Recommended Budget.