



## Board Agenda Item 28

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DATE: February 28, 2017

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director of Internal Services/Chief Information Officer

SUBJECT: Master Agreement for Data Processing Professional Services

RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute a Master Agreement for Data Processing Professional Services, effective March 1, 2017, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$8,000,000;**
- 2. Authorize the Director of Internal Services/Chief Information Officer or his designee to add additional contractors to this Agreement as they are identified and agree to the terms and conditions of the Master Agreement without returning to the Board of Supervisors with amendment(s), subject to the review and approval of County Counsel.**

Approval of the first recommended action will allow the County to acquire competitively bid Data Processing Professional Services (DPPS) to help maximize the County's flexibility and effectiveness in selecting the best qualified Information Technology (IT) personnel at the lowest rate. Approval of the second recommended action will allow the Director of Internal Service/Chief Information Officer to execute amendments for the strict purpose of adding additional qualified contractors to the Master Agreement without modification of any terms, conditions, or agreement amounts.

ALTERNATIVE ACTION(S):

If this Agreement is not approved, all County departments who currently utilize these services for IT projects will have to cease using the existing contracted Data Processing Professional personnel and will not be able to contract for these services in the future.

FISCAL IMPACT:

There is no increase in Net County Costs associated with the recommended actions. Funding for activity under this agreement is included in the adopted FY 2016-17 Internal Services Department Org 8905 budget. Funding for future years will be included in future budget requests subject to your Board's approval.

DISCUSSION:

The County has been using DPPS Master Agreements for over 25 years to acquire competitively bid IT services to help maximize the County's flexibility and effectiveness in selecting the best qualified IT personnel at the lowest rate.

Due to the rapidly changing environment in the IT field, the Internal Services Department - Information Technology Services Division (ITSD) is responsible for a variety of projects that require diverse skill sets. In order to augment the skills of permanent County staff and to address the dynamic needs of County departments, ITSD has contracted with temporary contractors.

ITSD, with advice from the County's Purchasing Division, determined that the most effective method for establishing a vendor list was to issue a Request for Statement of Qualifications (RFSQ) and from that list execute a Master Agreement. Prior to the release of an RFSQ, ITSD conferred with the Human Resources Department, which determined that this Master Agreement poses no collective bargaining issues. RFSQ # 17-046 was issued on December 20, 2016 and closed on January 24, 2017. The Department received 38 responses. These 38 vendors have demonstrated that they are qualified to provide the requested services and are included in this Master Agreement presented to your board today.

Developing a comprehensive list of qualified vendors helps to maximize the County's flexibility and effectiveness in selecting the best applicants for each IT project. For this reason, the Master Agreement also delegates authority to the County's Director of Internal Services/Chief Information Officer to be able to add additional contractors to this agreement as they are identified and agree to the terms and conditions of the Master Agreement subject to the review and approval of County Counsel. Any other modifications (i.e. increase in total agreement amount or modification of terms and/or conditions) outside the scope of adding contractors to the agreement would return to your Board for approval. The intent of this Master Agreement is that each time a new project is identified, it would be competitively bid among all vendors who have been qualified, accepted, and signed onto the Master Agreement.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Master Agreement

CAO ANALYST:

John Hays