

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**May 20, 2025**

**FROM**

**LYNN FYHRLUND, Chief Information Officer, Innovation and Technology Department**

**SUBJECT**

Contract with Info-Tech Research Group for Information Technology Research and Advisory Services

**RECOMMENDATION(S)**

1. Approve non-financial California Multiple Award Schedule **Contract No. 25-322** (CMAS No. 3-19-70-3685A), including non-standard terms, with Info-Tech Research Group for Countywide purchases of information technology research and advisory services, from May 20, 2025, through March 16, 2027.
  2. Authorize the Purchasing Agent to issue Purchase Orders with Info-Tech Research Group for information technology research and advisory services, in the amount of not-to-exceed \$750,000, for the period from May 20, 2025, through March 16, 2027.
- (Presenter: Lynn Fyhrlund, Chief Information Officer, 388-5501)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The Innovation and Technology Department's (ITD) operating costs are recovered via service rates approved annually by the Board of Supervisors (Board). ITD anticipates an annual cost not-to-exceed \$375,000 for Info-Tech Research Group (Info-Tech) services for continued and additional memberships and workshops as needed. Participation in California Multiple Award Schedule (CMAS No. 3-19-70-3685A) (Contract) with Info-Tech in the total not-to-exceed amount of \$750,000 allows ITD to purchase Info-Tech information technology (IT) research and advisory services as needed for the term of the contract. Sufficient appropriation is included in ITD's 2024-25 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

ITD is the County's principal IT department that provides comprehensive IT support and infrastructure services. ITD strives to stay at the forefront of the latest trends and innovations in the IT field, which includes the use of industry experts for research and advisory services, diagnostic tools, consulting, events, and workshops. Since July 2023, the Purchasing Agent has issued purchase orders to Info-Tech for comprehensive IT research and advisory services according to County Policy per the Contract.

Through the continued use of Info-Tech services, ITD will further explore the scope of IT related innovation and services to enhance IT functions and innovative technology, including a focus on

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IT leaders and other IT technical roles. The expert guidance and tools provided by Info-Tech enable ITD to make faster, smarter decisions and achieve stronger performance in meeting their IT objectives.

The Contract is the State of California's standard contract, which includes terms that differ from the standard County contract and omits certain County standard contract terms. The County is a third-party beneficiary of the Contract and therefore the terms are non-negotiable by the County. The non-standard and missing terms include the following:

1. The Contract does not include certain standard County insurance requirements.
  - The County standard contract requires contractors to carry appropriate insurance at limits and under conditions determined by the County's Risk Management Department.
  - Potential Impact: The County has no assurance that Info-Tech will be financially responsible for claims that may arise under the Contract, which could result in expenses to the County that exceed the total Contract amount.
2. Info-Tech's maximum liability to the County is limited to total purchase order amount, excluding: (i) violations of law; (ii) indemnification obligations; (iii) to costs or attorney's fees recoverable as a prevailing party in any action, and (iv) direct costs of mitigation, remediation, and/or notification obligations resulting from any data breach.
  - The County standard contract does not include a limitation of liability.
  - Potential Impact: Claims could exceed the liability cap and the Contract amount leaving the County financially liable for the excess.

ITD recommends approval of the Contract with Info-Tech, including non-standard terms, to continue to provide IT leadership and technical staff with comprehensive IT research and advisory services as needed.

**PROCUREMENT**

ITD has been utilizing Info-Tech for their expertise in IT research and advisory services since July 2023 through the Contract terms and with a non-competitive justification. Info-Tech continues to meet the needs of ITD with proficiency in IT innovation. Info-Tech is recognized as an industry expert in IT research and advisory services. The Purchasing Department continues to support the non-competitive justification due to no other vendor offering these proprietary services.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Bonnie Uphold, Supervising Deputy County Counsel, 387-5455) on April 28, 2025; Purchasing (Dylan Newton, Buyer III, 387-3377) on April 28, 2025; Risk Management (Gregory Ustaszewski, Staff Analyst II, 386-9008) on April 28, 2025; Finance (Ivan Ramirez, Administrative Analyst, 387-4020) on April 29, 2025; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 4, 2025.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 20, 2025



cc: IT - Black w/agree  
Contractor - c/o IT w/agree  
File - w/agree  
CCM 05/22/2025