

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

June 9, 2020

FROM

LARRY AINSWORTH, Chief Information Officer, Information Services Department

SUBJECT

Information Technology Revenue Contract Template

RECOMMENDATION(S)

1. Approve a standard revenue contract template for the Information Services Department to provide information technology services to various external agencies.
2. Authorize the Chief Information Officer to execute individual standard revenue contracts for information technology services.

(Presenter: Cory Nelson, Chief Finance Officer, 388-0774)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

Pursue County Goals and Objectives by Working with Other Agencies.

FINANCIAL IMPACT

Approval of this revenue contract template will not result in the use of Discretionary General Funding (Net County Cost). Any services provided under the revenue contract will be charged at the Board of Supervisors (Board) approved service rates.

BACKGROUND INFORMATION

The Information Services Department (ISD) provides a variety of information technology (IT) services to County departments. Services are also provided to Federal, State, or local agencies upon request. If services are requested by an external customer, a contract is required to provide services that are not part of the approved County Fee Ordinance.

This revenue contract template for non-County agencies, (e.g., County Trial Courts, SBCTA, SBCERA), is applicable to all ISD services except for Public Safety Communications Services, WAN Access, and WAN Expansion Installation, which are provided under separate Board-approved contracts. This standard contract requires an external customer to adhere to State, County, and ISD policies and procedures regarding ISD services and each contract will remain in effect for a period of five years after its effective date. Rates are subject to change annually and are effective July 1st each year, or mid-year, as approved by the Board. ISD will not amend this agreement due to rate changes or changes in usage amounts by the customer; however, the customer will be required to pay for services at the current Board-approved service rate. ISD will attempt to provide at least thirty (30) days advance written notice of any rate change, and ISD and the external customer each reserve the right to terminate the contract, for any reason, with a thirty (30) day written notice of termination.

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Recommendation No. 2 authorizes the Chief Information Officer to execute each standard contract, as required, in order to respond to customer requests to provide Information Technology services in a timely manner as requested and deemed appropriate.

PROCUREMENT

Not Applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Bonnie Uphold, Deputy County Counsel, 387-5545) on May 11, 2020; Finance (Joon Cho, Administrative Analyst, 387-5402) on May 21, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-4376) on May 21, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Josie Gonzales Seconded: Robert A. Lovingood
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 9, 2020



cc: File- Information Services Department w/attach
la 06/12/2020