



# San Bernardino County

## Legislation Text

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**File #: 7302, Agenda Item #: 39**

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

**January 10, 2023**

**FROM**

**PETE MENDOZA, Interim Director, Purchasing**

**SUBJECT**

Contract Amendments for Information Technology Staffing Services

**RECOMMENDATION(S)**

Approve Amendment No. 2 to contracts with the following fee-for-service vendors for information technology staffing services to retroactively extend the term of the contracts for three months from December 31, 2022, for a total term of April 5, 2020, through March 31, 2023.

1. Argus Associates, Inc. Contract No. 20-1105
  2. DatamanUSA, LLC Contract No. 20-1106
  3. Mindlance, Inc. Contract No. 20-1108
  4. Modis, Inc. Contract No. 20-1109
  5. Sierra Cybernetics, Inc. Contract No. 20-1110
  6. vTech Solution, Inc. Contract No. 20-1111
- (Presenter: Pete Mendoza, Interim Director, 387-2073)

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

**Promote the Countywide Vision.**

**Improve County Government Operations.**

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The costs associated with the utilization of these recommended contract amendments with the vendors listed above will be incurred on a fee-for-service basis. Departments and agencies that require Information Technology (IT) staffing services are responsible for ensuring adequate funding is included in approved and future recommended budgets for the level of requested services.

**BACKGROUND INFORMATION**

The Innovation and Technology Department (ITD) provides support for County departments by developing, enhancing, and maintaining business applications on a variety of hardware and software platforms. These applications include the County's enterprise financial management system, payroll, budget, personnel, document imaging, public websites, and many other business line systems.

On November 17, 2020 (Item No. 68), the Board of Supervisors (Board) approved the contracts for IT staffing

services for a two-year period of April 5, 2020, through April 18, 2022. County Policy 11-04 allows for the use of outside service providers when there is a need for special skills. County departments and separate entities, including ITD, require the use of contract staff with specialized skillsets to support business operations and assist County staff to meet project deadlines and deliverables and increased workloads. These contract staff primarily provide project support or management within County departments and separate entities. The need for each contractor is time-sensitive and project-specific; therefore, the technical skillsets and number of service hours required will vary with each project.

On April 12, 2022 (Item No.37), the Board approved Amendment No. 1 to the contracts to extend the term from April 18, 2022, for a total term of April 5, 2020, through December 31, 2022. This extension was requested to allow time to evaluate responses received for a Request for Proposal (RFP) released on January 3, 2022, which solicited proposals to provide IT staffing services to County departments and separate entities for a new five-year contract period. The Purchasing Department (Purchasing) received more responses than anticipated, which required additional time for review and evaluation of each proposal, and to award new contracts.

Approval of Amendment No. 2 to the contracts will extend the term for an additional three-month period from December 31, 2022, for a total term of April 5, 2020, through March 31, 2023. This extension is requested to allow additional time to finalize the new contracts resulting from the recent RFP, while ensuring that outstanding work orders are covered by contractual terms. Contract language has been amended to ensure work orders will be covered in the future without the need to extend the contracts. The new contracts will be presented at a future Board meeting.

Purchasing recommends approval of Amendment No. 2 to the contracts to ensure that outstanding work orders can continue without interruption until the new contracts are awarded. County departments and agencies that require IT staffing services utilize countywide temporary staffing contracts to streamline the process of obtaining IT staffing services (reducing procurement costs) and to fill staffing requirements expeditiously, which helps prevent costly project delays.

### **PROCUREMENT**

On January 3, 2022, Purchasing released RFP No. AGENCY22-PURC-4398 via the County's Electronic Procurement Network (ePro) to solicit qualified vendors to provide IT staffing services for a five-year term. Specifically, the RFP requested vendors to provide staffing services to fill positions that include IT Project Manager, Business Systems Analyst, Programmer Analyst, Software Developer, Application Platform Specialist, System Support Analyst, System Engineer, Web Designer, GIS Analyst, Computer Operations Specialist and Computer Operator. Evaluations are completed and Purchasing is currently negotiating contracts with 24 vendors.

### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on December 13, 2023; Innovation and Technology Department (Jake Cordova, Assistant Chief Information Officer, 388-0503) on December 13, 2023; Finance (Ivan Ramirez, Administrative Analyst, 387-4020) on December 14, 2022; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5426) on December 20, 2022.