



COUNTY OF HUMBOLDT

For the meeting of: 8/24/2021

File #: 21-1171

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

Professional Services Agreement with AgreeYa Solutions, Inc. Regarding the Development of a Microsoft Office 365 Feature Implementation Plan

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with AgreeYa Solutions, Inc. regarding the development of a Microsoft Office 365 feature implementation plan for the period of August 24, 2021 through June 30, 2022;
2. Authorize the Humboldt County Information Technology Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with AgreeYa Solutions, Inc., after review and approval by County Counsel, Risk Management and the County Administration Office - Management and Budget Team; and
3. Direct the Clerk of the Board to return one (1) fully executed original copy of the attached professional services agreement with AgreeYa Solutions, Inc. to the County Administrative Office - Information Technology Division.

SOURCE OF FUNDING:

County Administrative Office - Information Technology (3550-118); Department of Health and Human Services - Social Services (1160-511)

DISCUSSION:

On January 11, 2021, the County of Humboldt issued a Request for Proposals (“RFP”) which solicited proposals from qualified organizations regarding the development of a comprehensive Microsoft Office 365 feature implementation plan, which includes the implementation goals, strategies, activities, schedule and budget recommended to deploy Microsoft Office 365 product features for use by all County of Humboldt departments.

The County of Humboldt received a total of six proposals in response to the above-referenced RFP. After reviewing and evaluating each proposal in accordance with the applicable evaluation and selection criteria, the RFP Evaluation Committee determined that AgreeYa Solutions, Inc. is the best qualified to provide the services set forth in the RFP.

Accordingly, staff recommends that the Board approve, and authorize the Chair of the Board to execute, the attached professional services agreement with AgreeYa Solutions, Inc. regarding the development of a Microsoft Office 365 feature implementation plan for the period of August 24, 2021 through June 30, 2022. It is also recommended that the Board authorize the Humboldt County Information Technology Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with AgreeYa Solutions, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office - Management and Budget Team, in order to avoid any unnecessary delays in the development of a Microsoft Office 365 feature implementation plan.

FINANCIAL IMPACT:

The attached professional services agreement with AgreeYa Solutions, Inc. has a maximum amount payable of One Hundred Thirty Thousand Dollars (\$130,000.00) for the period of August 24, 2021 through June 30, 2022. However, in the event that local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with AgreeYa Solutions, Inc. in its entirety.

Expenditure appropriations related to the attached professional services agreement with AgreeYa Solutions, Inc. have been included in the adopted fiscal year 2021-2022 budget for County Administrative Office - Information Technology budget unit 3550-118 and Department of Health and Human Services - Social Services budget unit 1160-511. As a result, approval of the attached professional services agreement with AgreeYa Solutions, Inc. will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors Strategic Framework by providing for and maintaining technological infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached professional services agreement with AgreeYa Solutions, Inc. regarding the development of a Microsoft Office 365 feature implementation plan. However, this alternative is not recommended as all County departments will benefit from a multi-year configuration, deployment and training plan for Microsoft Office 365.

ATTACHMENTS:

1. Professional Services Agreement with AgreeYa Solutions, Inc. Regarding the Development of a Microsoft Office 365 Feature Implementation Plan

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

File #: 21-1171

Meeting of: N/A

File No.: N/A