



# COUNTY OF HUMBOLDT

For the meeting of: 11/2/2021

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File #: 21-1509

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**

Software License and Support Services Agreement with Ray Morgan Company Regarding the Provision, Support and Maintenance of a Content Management Software System

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached software license and support services agreement with Ray Morgan Company regarding the provision, support and maintenance of a content management software system for the period of October 1, 2021 through September 30, 2026;
2. Authorize the Humboldt County Information Technology Director, or a designee thereof, to execute any and all subsequent amendments to the attached software license and support services agreement with Ray Morgan Company, 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 fully executed original copy of the attached software license and support services agreement with Ray Morgan Company to the County Administrative Office - Information Technology Division for further processing.

**SOURCE OF FUNDING:**

County Administrative Office - Information Technology Division Budget Unit 3550-118-2118;  
Department of Health and Human Services - Social Services Budget Unit 1160-511-2118

**DISCUSSION:**

On August 25, 2020, the County of Humboldt issued a Request for Quotations to solicit quotes for a comprehensive content management software system that would allow for the creation of web-based forms, storage of shared electronic files and interaction with the financial software system utilized by the County of Humboldt. The County of Humboldt received a total of two (2) quotes regarding the provision, support and maintenance of a comprehensive content management software system. After reviewing and evaluating each quote, and soliciting software demonstrations, the Humboldt County Information Technology Executive Committee determined that the products and services offered by the Ray Morgan Company will best serve the County of Humboldt's needs.

The attached software license and support services with Ray Morgan Company will allow for the provision, support and maintenance of a comprehensive content management software system for the period of October 1, 2021 through September 30, 2026. It should be noted that the attached software license and support services agreement with Ray Morgan Company comes to the Board after the start date thereof to inadvertent delays that occurred during the contract development process.

Accordingly, staff recommends that the Board approve, and authorize the Chair of the Board to execute, the attached software license and support services agreement with Ray Morgan Company regarding the provision, support and maintenance of a content management software system for the period of October 1, 2021 through September 30, 2026. 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 software license and support services agreement with Ray Morgan Company, after review and approval of County Counsel, Risk Management and the County Administrative Office - Management and Budget Team, in order to avoid any delays in the provision, support and/or maintenance of a content management software system.

FINANCIAL IMPACT:

The attached software license and support services agreement with Ray Morgan Company has a maximum amount payable of Three Hundred Fifty-Nine Thousand Three Hundred Four Dollars and Thirty Cents (\$359,304.30) for the period of October 1, 2021 through September 30, 2026. However, in the event 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 software license and support services agreement with Ray Morgan Company in its entirety.

Expenditure appropriations related to the attached software license and support services agreement with Ray Morgan Company have been included in the approved fiscal year 2021-2022 budgets for County Administrative Office - Information and Technology Division budget unit 3550-118-2118 and Department of Health and Human Services - Social Services budget unit 1160-511-2118. As a result, approval of the attached software license and support services agreement with Ray Morgan Company 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 software license and support services agreement with Ray Morgan Company regarding the provision, support and maintenance of a content management software system. However, this alternative is not recommended as it will limit various departments' ability to interact with the County of Humboldt's financial software system.

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**ATTACHMENTS:**

1. Software License and Support Services Agreement with Ray Morgan Company Regarding the Provision, Support and Maintenance of a Content Management Software System.

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A