



COUNTY OF HUMBOLDT

For the meeting of: 9/23/2025

File #: 25-1018

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Professional Services Agreement with Development Group, Inc. Regarding the Provision of Technological Support Services in an Amount Not to Exceed Three Hundred Twenty-Eight Thousand Eight Hundred Eighty-Five Dollars and Ninety-Two Cents (\$328,885.92)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Development Group, Inc. regarding the provision of technological support services in an amount not to exceed Three Hundred Twenty-Eight Thousand Eight Hundred Eighty-Five Dollars and Ninety-Two Cents (\$328,885.92), for the period of September 1, 2025 through August 31, 2028; and
2. Authorize the County Administrative Officer, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Development Group, Inc., after review and approval by County Counsel and Risk Management; and
3. Direct the Clerk of the Board to return one (1) fully executed original copy of the attached professional services agreement with Development Group, Inc. to the County Administrative Office - Information Technology Division for further processing.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The County of Humboldt relies upon an extensive computer network to conduct essential business and operations. Network outages have the potential to impact the County of Humboldt's ability to provide critical services. Having a dependable and secure network is vital to most services and functions for the County of Humboldt.

In an effort to limit and mitigate the risk of network outages and security incidences, the Information Technology Division of the Humboldt County Administrative Office ("Information Technology") desires to retain a qualified professional organization to maintain the County of Humboldt's technology network through the provision of active monitoring, regularly scheduled maintenance, hardware replacement and continuous technological support services.

The attached professional services agreement with Development Group, Inc. is intended to provide a replacement warranty for all primary Cisco network equipment. Additionally, Development Group, Inc. will provide back-up network support services if an out-of-service event occurs at a time when Information Technology staff is not immediately available. It should be noted that the attached professional services agreement with Development Group, Inc. comes to the Board after the start date thereof due to inadvertent delays that occurred during the contract development process.

Accordingly, Information Technology recommends that the Board approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Development Group, Inc. regarding the provision of technological support services for the period of Sept. 1, 2025 through Aug. 31, 2028. It is also recommended that the Board authorize the County Administrative Officer, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Development Group, Inc., after review and approval by County Counsel and Risk Management in order to avoid any unnecessary delays in the provision of needed technological support services.

SOURCE OF FUNDING:

Information Technology Internal Service Fund (3550-118)

FINANCIAL IMPACT:

Expenditures (3550-118)	FY 25-26	FY 26-27 Projected*	FY 27-28 Projected*
Budgeted Expenses	\$91,357.20	\$109,628.64	\$109,628.64
Total Expenditures	\$91,357.20	\$109,628.64	\$109,628.64
Funding Sources (3550-118)	FY 25-26	FY 26-27 Projected*	FY 27-28 Projected*
Fees/Other	\$91,357.20	\$109,628.64	\$109,628.64
Total Funding Sources	\$91,357.20	\$109,628.64	\$109,628.64

**Projected amounts are estimates and are subject to change.*

The attached professional services agreement with Development Group, Inc. has a maximum amount payable of Three Hundred Twenty-Eight Thousand Eight Hundred Eighty-Five Dollars and Ninety-Two Cents (\$328,885.92) for the period of September 1, 2025 through August 31, 2028. In no event shall the maximum amount paid under the attached professional services agreement with Development Group, Inc. exceed Ninety-One Thousand Three Hundred Fifty-Seven Dollars and Twenty Cents (\$91,357.20) for fiscal year 2025-2026, One Hundred Nine Thousand Six Hundred Twenty-Eight Dollars and Sixty-Four Cents (\$109,628.64) per fiscal year for fiscal years 2026-2027 and 2027-2028 and Eighteen Thousand Two Hundred Seventy-One Dollars and Forty-Four Cents (\$18,271.44) for fiscal year 2028-2029. 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 professional services agreement with Development Group, Inc. in its entirety.

Expenditure appropriations related to the attached professional services agreement with Development Group, Inc. have been included in the adopted fiscal year 2025-2026 budget for Information Technology Internal Service budget unit 3550-118.

STAFFING IMPACT:

Information Technology's Workload could increase significantly in the event of network outages if the attached professional services agreement with Development Group, Inc. is not approved, as more staff could be required to perform critical work to bring systems back online, potentially including costly overtime hours.

OTHER AGENCY INVOLVEMENT:

All County Departments

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached professional services agreement with Development Group, Inc. regarding the provision of technological support services. However, this alternative is not recommended as it would leave the County of Humboldt vulnerable to costly network failure events.

ATTACHMENTS:

1. Professional Services Agreement with Development Group, Inc. Regarding the Provision of Technological Support Services for

PREVIOUS ACTION/REFERRAL:

Meeting of: None

File No.: None