



# COUNTY OF HUMBOLDT

For the meeting of: 8/23/2022

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File #: 22-934

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**

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

**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 \$109,632.24, for the period of Sept. 1, 2022 through Aug. 31, 2023;
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 Development Group, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office - Management and Budget Team; and
3. Direct the Clerk of the Board to return one 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.

**SOURCE OF FUNDING:**

Information Technology Internal Service Fund (3550)

**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 of 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.

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 September 1, 2022 through August 31, 2023. Staff also recommends that the Board authorize the Information Technology Director, 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, Risk Management and the County Administrative Office - Management and Budget Team, in order to avoid any unnecessary delays in the provision of needed technological support services.

**FINANCIAL IMPACT:**

The attached professional services agreement with Development Group, Inc. has a maximum amount payable of \$109,632.24 for the period of Sept. 1, 2022 through Aug. 31, 2023. In no event shall the maximum amount paid under the attached professional services agreement with Development Group, Inc. exceed \$91,360.20 for Fiscal Year 2022-2023 and \$18,272.04 for fiscal year 2023-2024. 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 proposed Fiscal Year 2022-2023 budget for Information Technology Internal Service budget unit 3550-118. As a result, approval of the attached professional services agreement with Development Group, Inc. will not impact the Humboldt County General Fund.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

**OTHER AGENCY INVOLVEMENT:**

All County Departments

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to approve this policy. This is not recommended as the modifications provide for improved processes.

**ATTACHMENTS:**

1. Professional Services Agreement with Development Group, Inc. Regarding the Provision of Technological Support Services for Fiscal Years 2022-2023 through 2023-2024

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**PREVIOUS ACTION/REFERRAL:**

Board Order No.: C-6; C-7

Meeting of: 10/21/14; 10/17/17

File No.: 10/21/14; 10/17/17