



Mendocino County

Legislation Text

File #: 24-0635, Version: 1

To: BOARD OF SUPERVISORS

From: Information Technology

Meeting Date: June 25, 2024

Department Contact: Tony Rakes

Phone: 707-234-6348

Department Contact: David Smith

Phone: 707-234-6348

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Approval of Agreement (Third Amendment to EO Agreement No. 22-35, Second Amendment to Agreement No. PA-24-18) with Client First Consulting Group, DBA ClientFirst Technology Consulting, for On-Call Technical Assistance Services, in the Amount of \$10,000 for a New Total Contract Amount of \$40,000, Extending the Termination Date from June 30, 2024, through June 30, 2025

Recommended Action/Motion:

Approve Agreement (third amendment to EO Agreement No. 22-35, second amendment to Agreement No. PA-24-18) with Client Frist Consulting Group, LLC, DBA ClientFirst Technology Consulting for on-call technical assistance services, extending the termination date from June 30, 2024, through June 30, 2025; authorize the Chief Executive Officer or their designee to sign any future amendments to the Agreement that do not increase the maximum amount; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

None.

Summary of Request:

In June 2022, ClientFirst Technology Consulting was one of three vendors prequalified through a competitive process for information technology project management and technical assistance services, and one of two vendors selected for on-call services.

The Executive Office - Information Technology Division executed Agreement No. EO 22-35 on June 29, 2022. Through the on-call contract, ClientFirst Technology Consulting has provided project management and technical assistance. This contract has been amended two times to add a total of \$5,000 based on project activity. The Executive Office - Information Technology Division is recommending extending the termination date from June 30, 2024, to June 30, 2025, and an additional increase of \$10,000 for additional on-call project needs in FY 24-25.

The County has existing agreements with the same vendor for similar consulting services, which combined will total \$163,410 if all agreements and amendments to agreements are approved. This aggregate amount is over the \$50,000 limit of the Purchasing Agent to enter into agreements pursuant to County Code Section 2.32.020, and as such the Division is bringing this agreement to the Board of Supervisors for approval.

Alternative Action/Motion:

Do not approve and provide direction to staff.

Strategic Plan Priority Designation: An Effective County Government

Supervisorial District: All

Vote Requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: IS - BU 1960

current f/y cost: \$2600

budget clarification: \$27,401 expended to date, \$2600 estimated encumbrance plus \$10,000 increase for a total of \$12,600 FY 24-25

annual recurring cost: N/A

budgeted in current f/y (if no, please describe): Yes

revenue agreement: No

AGREEMENT/RESOLUTION/ORDINANCE APPROVED BY COUNTY COUNSEL: Yes

CEO Liaison: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Senior Deputy Clerk

Date: June 25, 2024

Final Status: **Approved**

Executed Item Type: Agreement

Number: 24-098

