



MARIPOSA COUNTY

Administration · 966-3222



RESOLUTION - ACTION REQUESTED 2018-117

MEETING: March 20, 2018

TO: The Board of Supervisors

FROM: Dallin Kimble, County Administrative Officer

RE: Approve an Agreement with ClientFirst Technology Consulting for Tech Services Assessment and Plan

RECOMMENDATION AND JUSTIFICATION:

Approve an Agreement with ClientFirst Technology Consulting to Provide a Technical Services Assessment and Plan in the Not-To-Exceed Amount of \$75,040; and Authorize the Board of Supervisors Chair to Sign the Agreement.

The county's technical services director, Rick Peresan, retired on December 31, 2017. Before his departure, he engaged the Board and the county administrative officer on a number of topics he saw as vital to the future of technical services in the county including the organizational structure, needed updates and issues on the horizon for which the county should be preparing. Recognizing the need for an objective assessment and a strategic plan to move forward that takes all of these factors into consideration, staff has sought the services of an outside consultant to advise on these matters.

Solicitation for proposals was distributed by email to technical services professional organizations and a few individual consulting firms. Two proposals were received by the end of the bid period on February 8, 2018. A review team including representatives from administration, human services IT and technical services have read the proposals, interviewed the top candidates, and checked at least two references for each bidder. Based on this process, staff recommends entering an agreement with ClientFirst Technology Consulting. It is the appropriate time to award the contract and begin the process.

The recommended contract period for the successful bidder will be in effect from March 21, 2018 to December 31, 2018. Sufficient funding for the contract has been included in the Technical Services budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The County frequently contracts with outside to consultants to assist with special tasks including plan development.

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ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not award the bid; direct staff to perform another RFP; or forgo assessing and developing a plan for Mariposa County technical services at this time.

FINANCIAL IMPACT:

Sufficient funding has been identified in the 17-18 budget using salary savings from Technical Services Director vacancy.

ATTACHMENTS:

Technical Services Agreement Budget Action (PDF)

Technical Services Client First Insurance Certificate (PDF)

Technical Services Agreement - CF Signed with SOW and Cost Attached (PDF)

RESULT: ADOPTED [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey