



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Information Services Department

DATE: December 1, 2008
BOARD MEETING DATE: December 16, 2008
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Chris Flatmoe, CIO/Director of Information Services
SUBJECT: Amendment No. 2 to the Agreement with Christine Doniger

RECOMMENDATION:

Adopt a Resolution:

1. Waiving the Request for Proposals process;
2. Authorizing the execution of Amendment No. 2 to the Agreement with Christine Doniger for consulting services to extend the term end date to June 30, 2009, and add up to \$50,000 for a new total maximum fiscal obligation of no more than \$149,000; and
3. Authorizing the Chief Information Officer or his designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

VISION ALIGNMENT:

Commitment: Responsive, effective, collaborative government.

Goal 22: County and local governments effectively communicate, collaborate and develop strategic approaches to issues affecting the entire County.

This Agreement will support Vision Goal 22 by providing the Information Technology (IT) expertise necessary as departments work together to support the County's payroll system.

Performance Measure:

Measure	FY 2007-08 Actual	FY 2008-09 Target
Number of projects that are cross-departmental	10	10

BACKGROUND:

In Fiscal Year 2004-05, the Information Services Department (ISD) recommended the retirement of the County Mainframe and migration of applications off the County mainframe. Personnel Information and Payroll System (PIPS) was one of the applications to be migrated off of the County mainframe. In support of the decision to migrate PIPS off the County mainframe, PIPS was functionally stabilized since April 2007 meaning with the exception of problem resolution, all work on the PIPS application was suspended until the migration was complete.

DISCUSSION:

In October 2008, the County successfully migrated the PIPS application off the County mainframe. The County PIPS team is now focused on post-migration support tasks. Additionally, routine PIPS support activities suspended prior to migrating PIPS are now required. Ms. Doniger will provide assistance to the County's small PIPS team as we work to become current on routine PIPS maintenance activities.

Ms. Doniger has obtained an extensive knowledge of County payroll processes specifically related to PIPS during her years providing services under the Agreement, and she also has extensive experience gained while supporting PIPS for other clients. Therefore, we feel waiving the Request for Proposal process and executing this Amendment is in the best interest of the County.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. Risk Management has reviewed and approved Contractor's insurance, and County Counsel has reviewed and approved these documents as to form.

FISCAL IMPACT:

The amended term of this Agreement is from November 1, 2007, to June 30, 2009. The new total maximum fiscal obligation under this Agreement is \$149,000. Funds are included in ISD's Adopted FY 2008-09 Budget.