COUNTY OF HUMBOLDT

For the meeting of: 8/13/2024

File #: 24-1064

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

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 One Hundred Fifteen Thousand Nine Hundred Forty-Two Dollars and Sixty-Eight Cents ($115,942.68), for the period of September 1, 2024 through August 31, 2025;
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:
This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other
Strategic Plan Category: 5006 - Improve communications infrastructure (e.g., broadband)

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.

To assist, 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. 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, 2024, through August 31, 2025. 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)	**FY24-25 Adopted**	**FY25-26 Projected***
Budgeted Expenses	$96,609.90	$19,332.78
Total Expenditures	**$96,609.90**	**$19,332.78**
Funding Sources (3550-118)	**FY24-25 Adopted**	**FY25-26 Projected***
Use of Fund Balance	$96,609.90	$19,332.78
Total Funding Sources	**$96,609.90**	**$19,332.78**

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

The attached professional services agreement with Development Group, Inc. has a maximum amount payable of One Hundred Fifteen Thousand Nine Hundred Forty-Two Dollars and Sixty-Eight Cents ($115,942.68), for the period of September 1, 2024 through August 31, 2025. In no event shall the maximum amount paid under the attached professional services agreement with Development Group, Inc. exceed Ninety-Six Thousand Six Hundred Nine Dollars and Ninety Cents ($96,609.90) for fiscal year 2024-2025 and Nineteen Thousand Three Hundred Thirty-Two Dollars and Seventy-Eight Cents ($19,332.78) for fiscal year 2025-2026. 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 2024-2025 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.

STAFFING IMPACT:
Approval of the attached professional services agreement with Development Group, Inc. will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:
None

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

PREVIOUS ACTION/REFERRAL:
Meeting of: 10/21/14; 10/17/17; 08/23/22; 09/26/23
File No.: 14-0999; 17-2501; 22-934; 23-1161