



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Information Technology
Department No.: 067
For Agenda Of: June 18, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Chris Chirgwin, Chief Information Officer (805) 568-2608
Director(s)
Contact Info: Andre Monostori, Deputy CIO, (805) 568-2606

SUBJECT: **Third Amendment to the Agreement for Professional Services of Independent Contractor with CivicPlus LLC for Software Services; All Districts.**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a Third Amendment to the Agreement for Services of Independent Contractor (Agreement) with CivicPlus, LLC (BC21002) for continued website hosting and support services by amending the scope of work and increasing the maximum Agreement amount from \$941,066.40 to \$1,173,651.19, a total increase of \$232,584.79 for services provided from July 1, 2024, through June 30, 2025; and
- b) Approve and authorize the Chief Information Officer or their designee to order additional services in an amount not to exceed 5% of the contract amount, or \$11,629.24; and
- c) Determine that the above recommended action is a government funding mechanism or other government fiscal activity, which does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment and is therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

Summary Text:

Approval of the recommended actions will allow the County to continue receiving website hosting and support services from CivicPlus through June 30, 2025, for an amount not to exceed \$232,584.79.

Background:

The County of Santa Barbara provides an intuitive and consistent external website for County residents, businesses, and visitors through CivicPlus’ services. It also provides an intranet site for County employees.

The Board approved the initial agreement with CivicPlus on April 12, 2021, for website development, customized design, and implementation planning services. The existing agreement expires June 30, 2024 necessitating an extension to allow for a continuation of these services for an additional year. The ongoing investment in CivicPlus provides professional services that enable the County to ensure its website remains updated and resilient. The CivicPlus website hosting provides offsite data center resiliency while removing the need for costly hardware investments.

The move to CivicPlus has enabled residents, businesses, and guests of the County to have a simplified and consistent experience with the County website. The website is mobile-friendly and has extended accessibility features that allow for easier access to all members of the community.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

ITD Internal Service Fund 1915	Annual Internet Maintenance & Hosting	\$	227,890.95
ITD Internal Service Fund 1915	Three-Month Term for Intranet	\$	4,693.84
Total		\$	232,584.79

Narrative: Funding to cover the cost is included in the IT Shared Services Internal Service Fund (ISF) rates charged to users in the FY 2024-2025 Information Technology Fund 1915 operating budget, including funding to cover the 5% contingency amount of \$11,629.24 if it is determined that additional services are needed. The contract agreement covers the annual maintenance and hosting for the County’s internet sites. It also encompasses a three-month term (July 1, 2024 through September 30, 2024) for the County’s intranet sites to remain active as the work to transition departmental intranet sites from CivicPlus to SharePoint continues.

Key Contract Risks:

The service contract for the fiscal year is provided at a fixed cost limiting any financial risk to the County. The services being provided are by a company with a strong history and financial background, so the overall risk of this renewal is considered low. Service level agreements are in place to refund the County money if the vendor fails to provide adequate services.

Special Instructions:

Provide one (1) duplicate original of Amendment No. 3 and a Minute Order to Onelia Rodriguez, Finance Manager, Information Technology Department.

Attachments:

Attachment A—CivicPlus AMENDMENT No 3

Attachment B—CivicPlus Agreement

Authored by:

Jason Womack, Department Business Specialist, Information Technology Department