



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: General Services
Department No.: 063
For Agenda Of: July 14, 2020
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Janette D. Pell, Director (805) 560-1011
Contact Info: Andre Monostori, Interim Assistant Director (805) 568-2606
SUBJECT: **Agreement with DynTek, for Microsoft Office 365 Implementation 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 the attached contract to procure professional services from DynTek, for Microsoft Office 365 Implementation Services, for Phase A – Develop Customized Implementation Plan in the amount not to exceed \$190,400.00 and with an option to order Phase B – Implementation in the amount not to exceed \$902,421.00;
- b) Approve and authorize the Director of General Services to issue amendments to the above agreement for Phase A in an amount not to exceed an additional 5%, or \$9,520;
- c) Direct the Director of General Services to return with the results of Phase A and a gain authority to either exercise or decline the option for Phase B – Implementation services; and
- d) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA guidelines because they consist of administrative activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

The County of Santa Barbara is seeking to improve business productivity through the modernization of office information technology through the implementation of Microsoft's cloud-based Office 365 platform. This investment requires dedicated professional services to enable a successful migration by ensuring countywide acceptance while minimizing service disruption. The firm, DynTek, was selected as part of a request for proposal by a multi-departmental selection panel using quantitatively scored criteria.

Background:

The Microsoft Office 365 Implementation project is a strategic investment in the County's information technology services. This project directly aligns with the Renew 22 initiative through the migration of on-premise services to the cloud while concurrently achieving software standardization. Similarly, the project is also strongly aligned with the Countywide Technology Strategic Plan in that it is an investment in modernizing technology and improving accessibility.

This project will also facilitate the management of County data through additional governance capabilities that include data classification and retention. This will reduce risk to the County through increased visibility into sensitive data types and allow for more efficient data storage via retention policies.

Additionally, the Office 365 cloud offers offsite datacenter resiliency while removing the need for costly hardware investments. A reduction in risk will also be realized as the project will decommission the Skype platform, a product that will no longer be supported by Microsoft as of July 2021. The new services offered by Office 365 are also expected to improve employee collaboration, particularly at a time where remote workforce capabilities are becoming more important.

On June 22, 2020, the Executive Information Technology Council (EITC):

1. Approved a proposal to award the Office 365 Implementation project to DynTek and to fund Phase A of the project in the amount of \$190,400.00, plus a 5% contingency of \$9,520.00, for an amount not to exceed \$199,920.00;
2. Provided support and backing for Departments to prioritize implementation of approved configuration standards required for the migration by September 2020; and
3. Directed, upon completion of Phase A, the revised final cost of Phase B will be presented for approval and funding by the EITC.

Upon the approval of the EITC, this item will return to your Board with recommendations to either proceed with Phase B of the Microsoft Office 365 Implementation Services with DynTek with a budget revision, or not.

Key Contract Risks

The negotiated contract is based on a time and materials proposal. Project oversight will be important to mitigate against cost overruns.

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

	<u>Funding Source</u>	<u>FY 2020-21</u>	<u>Annualized On-going Cost</u>	<u>Total One-time Contract Cost</u>
Phase A	Technology Investment Fund 0001	\$ 190,400.00		\$ 190,400.00
	Total - Phase A ¹	\$ 190,400.00		\$ 190,400.00
Phase B	Estimated Project Cost	\$ 875,300.00		
	DynTek Migration Tools	\$ 27,121.00		
	Total - Phase B	\$ 902,421.00		
	Total Phase A + Phase B Contract Cost	\$ 1,092,821.00		
	¹ Does not include Phase A Contingency	\$ 9,520.00		\$ 9,520.00

Narrative: Budget Revisions will be prepared separately as needed.

Attachments:

1. DynTek Board Contract 06.30.2020
2. DynTek CoSB O365 SharePoint Project v.20200628
3. DynTek Insurance Certificate

Authored by:

Jessica Mlinek, IT Project Manager

cc: