



Midpeninsula Regional
Open Space District

R-17-57
Meeting 17-10
May 10, 2017

AGENDA ITEM 8

AGENDA ITEM

Award of Contract with Robert Half Technology, Inc. for SharePoint Development Services.

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to enter into a multi-year services contract with Robert Half Technology, Inc. to provide staffing for SharePoint development services for a total contract amount of \$200,000.

SUMMARY

The IST Master Plan Report from October 2015 identified a variety of technology projects, which aligned with the organizational direction outlined in the FOSM. Among them were a District Intranet and electronic document management system (eDMS). IST identified the Microsoft Office 365 (O365) platform as the platform in which to build the Intranet and eDMS. In April of 2016, the IST Department began the District's migration to O365 beginning with District email. SharePoint is a technology platform that is part of the O365 suite. One year later the District is moving forward on leveraging other O365 tools including SharePoint to build out an Intranet and eDMS.

DISCUSSION

Expansion of the SharePoint platform will streamline business process, support aspects of the FOSM around the project delivery process, and develop a more collaborative work environment built on Office 365. Further implementation of the SharePoint platform will include the development of a District-wide Intranet, utilization of Project Sites, and build out of department/team/project sites. All these efforts will move the District towards more cloud based document storage and retrieval.

Consultant Selection

SharePoint development consists of developing code, deploying web-parts, and taxonomies. These skills are not skill sets that existing IST staff currently have. IST staff conducted over fifteen interviews with SharePoint developers and architects from Robert Half Technology and Agreeya Solutions (contingent staffing firms). They also interviewed a few independent contractors and private businesses. Robert Half Technology consistently had the most qualified candidates and in particular, Johnny Baldwin proved to have the most relevant combination of experience and skills for the role.

The District entered into a \$50,000 contract with Robert Half Technology under discretion of the General Manager for SharePoint development services starting in March of 2017. This is a contract extension to continue services from Robert Half Technology.

FISCAL IMPACT

The District's FY2016-17 Budget and Action Plan includes \$75,000 for SharePoint development services to include Intranet development and a version 1 eDMS. The IST Department FY2017-18 budget requests for Board consideration \$206,000 for continued SharePoint development services. The IST Manager is proposing utilizing a portion of those funds to carry work through December 2017.

The following table provides an outline of the fiscal impact of SharePoint development services:

| Type | FY Exercised | Cost |
|---|---------------------|------------------|
| Robert Half Technology (Johnny Baldwin) | 16/17 | \$75,000 |
| Robert Half Technology (Johnny Baldwin) | 17/18 | \$125,000 |
| Total Contract Cost | | \$200,000 |

BOARD COMMITTEE REVIEW

No Board Committee review

PUBLIC NOTICE

Public notice of this agenda item was provided as required by the Brown Act.

CEQA COMPLIANCE

No CEQA.

NEXT STEPS

Upon Board authorization, the General Manager will direct staff to enter into a multi-year contract with Robert Half Technology, Inc. for SharePoint development services. Below is a high-level schedule for deliverables associated with this contract.

| | |
|--|-------------------|
| Pilot Project Site Completion | May 2017 |
| Organizational Taxonomy | April – July 2017 |
| Department/Team/Project Site Roll-Outs | July – Dec. 2017 |
| Version 2 - eDMS | Sept. – Dec. 2017 |

Responsible Department Head:
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