



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 16-527, **Version:** 1

- a. Approve and authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute a Countywide Service Agreement based on the criteria set forth in RFP #10533. The agreement is between the County of Monterey and Advanced Computer Technology Solutions, Inc. *dba* Alliance Career Training Solutions for the provision of Personal Computer Application Training & Consulting services for the County of Monterey on an as-needed basis for the initial term of three (3) years, effective from the date of execution through and including May 31, 2019. The aggregate amount over the term of all Agreements shall not exceed \$450,000, in accordance with the terms and conditions set within the Agreement; and
- b. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to exercise the option to extend the Countywide Service Agreement for two (2) optional one (1) year periods in accordance with the terms and conditions set within each Agreement; and
- c. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute, after one year, similar additional Agreements for Personal Computer Application Training & Consulting services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate May 31, 2019; and
- d. Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$450,000, even if no additional Agreements are entered into.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute a Countywide Service Agreement based on the criteria set forth in RFP #10533. The agreement is between the County of Monterey and Advanced Computer Technology Solutions, Inc. *dba* Alliance Career Training Solutions for the provision of Personal Computer Application Training & Consulting services for the County of Monterey on an as-needed basis for the initial term of three (3) years, effective from the date of execution through and including May 31, 2019. The aggregate amount over the term of all Agreements shall not exceed \$450,000 over the term of the Agreement, in accordance with the terms and conditions set within the Agreement; and
- b) Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to exercise the option to extend the Countywide Service Agreement for two (2) optional one (1) year periods in accordance with the terms and conditions set within each Agreement; and
- c) Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to execute, after one year, similar additional Agreements for Personal Computer Application Training & Consulting services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate May 31, 2019; and
- d) Authorize the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$450,000, even if no additional Agreements are entered into.

SUMMARY/DISCUSSION:

The County has been without training services for approximately two years, since the last agreement expired. An earlier RFP was issued (RFP #10482), but questions about funding prevented any agreement from coming to the

Board for approval. The current RFP process which resulted in the recommended agreement received one proposal, and Advanced Computer Technology Solutions, Inc. had the highest ranked proposal. No respondents were deemed non-responsive and no protests to this process have been received.

Approval of the recommended action will enable the County to assure a reliable source of Personal Computer Application Training & Consulting services on an as-needed basis to the County of Monterey for the initial term of three (3) years from the date of execution through and including May 31, 2019. Services shall include, but are not limited to training in desktop applications and related topics, training and testing for technical certifications in the information technology industry as well as customized technical training and consulting services. This agreement is based upon County requirements as set forth within the terms and conditions of RFP #10533. Each Agreement will be included on the Countywide Service Agreement schedule, so that departments can see these resources are available, eliminating the need for individual agreements with each County department. The aggregate amount to be spent for all identified Agreements over the three (3) year term is not to exceed \$450,000. A copy of the agreement is on file with the Clerk of the Board.

Additionally it is recommended that the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor be authorized to enter into additional similar contracts after one year, with other vendors who otherwise meet the qualifications of RFP #10533 and agree to the same terms and conditions as approved vendors. Such additional Agreements would be limited to a total of 10% of the original aggregate amount of \$450,000 and would be structured so that each such Agreement would terminate at the same time as the Agreements presented before the Board approval today. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved each Agreement as to form. The Auditor's Office has approved each Agreement as to fiscal provisions.

FINANCING:

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage, the aggregate amount to be spent for all Agreements issued under RFP #10533 should not exceed \$450,000.

Prepared by: DeAundra Lewelling, Management Analyst II, 4998

Approved by: Mike Derr, Contracts/Purchasing Officer, 4992

Attachments:

Advanced Computer Technology Solutions, Inc. *dba* Alliance Career Training Solutions Agreement