County of Monterey

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

Legislation Details (With Board Report)

File #:	A 21-200	**Name:**	Open Text Amendment No. 4
Type:	BoS Agreement	**Status:**	Passed - Information Technology Department
File created:	5/6/2021	**In control:**	Board of Supervisors
On agenda:	5/25/2021	**Final action:**	5/25/2021
Title:	a. Authorize the Director of the Information Technology Department to execute amendment no. 4 to the services agreement with Open Text, Inc. for support of Right Fax, increasing the amended agreement amount by $18,013, for a revised agreement total of $57,008.18, and extending the term by two (2) years, for a revised agreement term of July 1, 2016 through June 30, 2023; and b. Approve and authorize the Director of Information Technology to execute up to one (1) amendment to this Agreement, extending the term by one (1) year, subject to County Counsel approval, provided the terms of the Agreement remain substantially the same and provided the additional costs per year do not exceed ten percent (10%) of the cost of the prior year.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Board Report, 2. Open Text Amendment No. 1, 3. Open Text Amendment No. 2, 4. Open Text Amendment No. 3, 5. Open Text Amendment No. 4, 6. Completed Board Order Item No. 36		

Date	Ver.	Action By	Action	Result
5/25/2021	1	Board of Supervisors	approved - information technology department	Pass

a. Authorize the Director of the Information Technology Department to execute amendment no. 4 to the services agreement with Open Text, Inc. for support of Right Fax, increasing the amended agreement amount by $18,013, for a revised agreement total of $57,008.18, and extending the term by two (2) years, for a revised agreement term of July 1, 2016 through June 30, 2023; and
b. Approve and authorize the Director of Information Technology to execute up to one (1) amendment to this Agreement, extending the term by one (1) year, subject to County Counsel approval, provided the terms of the Agreement remain substantially the same and provided the additional costs per year do not exceed ten percent (10%) of the cost of the prior year.

RECOMMENDATION:

It is recommended that the Board of Supervisors:
a. Authorize the Director of the Information Technology Department to execute amendment no. 4 to the services agreement with Open Text, Inc. for support of Right Fax, increasing the amended agreement amount by $18,013, for a revised agreement total of $57,008.18, and extending the term by two (2) years, for a revised agreement term of July 1, 2016 through June 30, 2023.
b. Approve and authorize the Director of Information Technology to execute up to one (1) amendment to this Agreement, extending the term by one (1) year, subject to County Counsel approval, provided the terms of the Agreement remain substantially the same and provided the additional costs per year do not exceed ten percent (10%) of the cost of the prior year.

SUMMARY:

Right Fax is a software-based application that allows County staff to send and receive fax transmittals from their desktop/workstation. Approximately 900 County employees use this product. The Information Technology Department (ITD) is requesting a continuation of service for an additional two years.

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DISCUSSION:
Right Fax is applications base software, which is manufactured by Open Text Incorporated that is used by County employees to send faxes through their desktops. The product is heavily used by many departments across the county to confidentially send and receive fax information which allows the County to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act (HIPPA). The Board approved a non-standard agreement with Open Text in 2017 for support and maintenance of Right Fax. ITD has amended the contract three times requesting additional funds and extensions for uninterrupted services.
Proposed Amendment No.4 adds an additional $18,013 for a revised agreement total of $57,008.18 and extends the agreement term by two (2) additional years for an agreement term of July 1, 2016 through June 30, 2023. Non-standard terms in the Agreement previously approved by the Board are unchanged by the amendment.

OTHER AGENCY INVOLVEMENT:
County Counsel does not approve continuance of non-standard terms. County Counsel reviewed Amendment No. 4 as to form.

FINANCING:
The funds for payment of the costs of this Agreement have been included in the FY21-22 Recommended Budget for the Information Technology, ITD 1930, Budget Unit 8436, Appropriations Unit INF002. All future year costs will be included in the submitted budget for each of the respective fiscal years.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:
Right Fax desktop faxing application is used by over 900 County employees to share information in support County Constituents. To ensure that this application is working and secure, manufacturer's support is needed to provide technical support and access to software updates.

__Economic Development
X Administration
X Health & Human Services
X Infrastructure
__Public Safety

Prepared by: Sandra Shaffer, Management Analyst III, 759-6957

Approved by:

_____ Date: _____
Eric A. Chatham, Director of Information Technology, 759-6920

Attachments:
Original agreement with Open Text Inc.
Open Text, Inc. Amendment No. 1
Open Text, Inc. Amendment No. 2
Open Text, Inc. Amendment No. 3
Open Text, Inc. Amendment No. 4

Attachments on file with the Clerk of the Board