AGENDA COVER MEMO

Memorandum Date: June 9, 2023

Order Date: June 27, 2023

TO:	Board of County Commissioners
DEPARTMENT:	Technology Services
PRESENTED BY:	Michael Finch, Technology Services Director
AGENDA ITEM TITLE:	ORDER/IN THE MATTER OF APPROVING CERTAIN ROUTINE CONTRACTS AND AMENDMENTS IN TECHNOLOGY SERVICES AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN THE APPROVED CONTRACTS AND AMENDMENTS

I. MOTION

Move that the contracts and amendments listed in "Exhibit A – FY 23-24 Routine Contracts – Lane County Technology Services" are approved and delegating authority to the County Administrator to sign the approved contracts and amendments.

II. AGENDA ITEM SUMMARY

The Board is being asked to approve the routine contracts and amendments included in Exhibit A.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Under Lane Manual sections 20.600.100 through 20.600.350, the County Administrator's authority to award and execute contracts and to execute amendments to contracts is limited to $150,000 and not more than three years in duration, unless an exception applies. Certain pending or proposed contracts and amendments, described in the attached Exhibit A, require additional authority be granted to the County Administrator for execution.

The attached contract and amendments have been compiled by Technology Services and are routine in nature.

B. Policy Issues

None.

C. Board Goals

Included in Exhibit A.

D. Financial and/or Resource Considerations

Included in Exhibit A.

E. Health Implications

The applicable contracts and amendments listed either have no impact on or support the health of the community, or will be necessary to continue to support the health of the community. Further details regarding the health implications and impacted areas of specific contracts are specified under each contract and amendment in Exhibit A.

F. Analysis

The contracts and amendments contained in Exhibit A are ongoing agreements within Technology Services. The contracts and IGA's are renewed on an annual basis.

G. Alternatives/Options

1. Approve the contracts and amendments listed in Exhibit A and delegate authority to the County Administrator to sign the necessary documents for the contracts and amendments.
2. Approve some of the contracts and amendments listed in Exhibit A and grant authority for execution, but direct staff not to execute those not approved.
3. Do not approve the delegation of contract or amendment execution authority.

IV. RECOMMENDATION

Technology Services' recommends Option 1 above for the contracts and amendments in Exhibit A.

V. ATTACHMENTS

Board Order

Exhibit A – FY 23-24 Routine Contracts – Lane County Technology Services

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-06-27-09	IN THE MATTER OF APPROVING CERTAIN ROUTINE CONTRACTS AND AMENDMENTS IN TECHNOLOGY SERVICES AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN THE APPROVED CONTRACTS AND AMENDMENTS.

WHEREAS, Lane Manual chapter 20 sets forth the County's policies regarding award, acceptance and amendment of grants and contracts; and

WHEREAS, all of the contracts, grants and amendments listed below have been accepted or awarded in accordance with the requirements of the Lane Manual, including the requirements for competitive selection; and

WHEREAS, all of the projects and services covered by the contracts, amendments and grants listed below are routine to the implementation of current County programs and services or have been previously discussed or approved by the Board; and

WHEREAS, these contracts, amendments and grants exceed the County Administrator's authority to execute granted in Lane Manual sections 20.600.100 through 20.600.350.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. Approve the routine contracts and amendments listed in "Exhibit A – FY 23-24 Routine Contracts – Lane County Technology Services".

2. Delegate authority to the County Administrator to sign the approved contracts and amendments.

ADOPTED this 27th day of June, 2023.

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Pat Farr, Chair
Lane County Board of Commissioners

Exhibit A - FY 23-24 Routine Contracts - Lane County Technology Services

Title of Contract	FY24 PeopleSoft Software Maintenance Renewal
Contractor/Other Party	Oracle
New or Amendment	Annual Renewal
Description	Annual maintenance renewal for Financial and Human Resource software
Amount	$290,761.00
Expense or Revenue	Expense
Term of Agreement	7/01/2023 - 6/30/2024
Previous Board Orders	22-07-12-10
Implications for Policy	None
Board Goals	Robust Infrastructure - Provides standardized Enterprise software for Finance and HR
Health Implications	None

Title of Contract	FY24 COE Technology IGA
Contractor/Other Party	City of Eugene
New or Amendment	New (renewal IGA)
Description	Revenue IGA for Lane County TS Services
Amount	$947,618.00
Expense or Revenue	Revenue
Term of Agreement	7/01/2023 - 6/30/2024
Previous Board Orders	22-07-12-10
Implications for Policy	None
Board Goals	People & Partnerships - embrace partnerships to leverage and extend County goals
Health Implications	None

Title of Contract	Microsoft Office 365 Enterprise Agreement
Contractor/Other Party	SHI via State of AZ Master Agrmnt #ADSPO16-130651 & State of OR contract addendum #6454
New or Amendment	Annual Renewal
Description	Enterprise Agreement for licenses for Microsoft O365
Amount	Not to Exceed $1,650,000.00
Expense or Revenue	Expense
Term of Agreement	10/01/2023 - 9/30/2024
Previous Board Orders	22-07-12-10
Implications for Policy	None
Board Goals	Robust Infrastructure - Maintain existing facilities and identify efficiencies in capital assets
Health Implications	None

Title of Contract	FY 21-25 Lane Geographic Data Consortium (LGDC)
Contractor/Other Party	Lane Council of Governments (LCOG)
New or Amendment	Annual Renewal
Description	Continuation of Regional Lane Information Database Cooperative Project
Amount	Not to Exceed $155,000.00 in FY 23-24
Expense or Revenue	Expense
Term of Agreement	7/01/2023 - 6/30/2024
Previous Board Orders	20-09-29-03
Implications for Policy	None
Board Goals	People & Partnerships - embrace partnerships to leverage and extend County goals
Health Implications	None