

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF MARCH 28, 2007

REGULAR MEETING

TO: Ted Long, Chairman, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

AGENDA ITEM #2d: APPROVAL OF THE CONTRACT WITH THE COUNTY OF EL
DORADO INFORMATION TECHNOLOGIES DEPARTMENT
FOR THE PROVISION OF IT SERVICES

RECOMMENDATION

Staff recommends that the Commission approve the contract with the County of El Dorado Information Technologies Department to provide IT services to the LAFCO Office and authorize the Executive Officer to sign the final document. There are sufficient funds in the Information Services (general ledger #6000) account of the El Dorado LAFCO 2006-07 and 2007-08 Budgets to fund this contract.

REASON FOR RECOMMENDED ACTION

The attached contract would provide for regular IT maintenance of the LAFCO Office computers and network by qualified technicians.

BACKGROUND

The El Dorado LAFCO Office has been without adequate IT support since September 2005. Throughout this time, the Executive Officer has incorporated IT maintenance as part of his duties, occasionally assisted by the County IT Department. In August, 2006, LAFCO staff circulated a request for proposals for IT services seeking a qualified firm to provide IT services to the agency in order to ensure the efficient use and maintenance of LAFCO's computer resources and the security of its data. Specifically, the firm should:

- Provide computer software, hardware and networking support both on site and over the phone.
- Provide preventative maintenance for the computer systems and software, troubleshoot and resolve any system problems.

- Provide routine monthly service to LAFCO computers, including periodic anti-virus updates, spyware removal and related routine preventative maintenance.
- Work with outside computer service or product providers (ISP, vendors, etc.) on LAFCO's behalf to resolve any warranty or service issues.
- Advise LAFCO on backup strategies and new software/hardware purchasing and deployment.
- Provide advice and support for website maintenance.

The County IT Department provided the most suitable, cost effective response to suit LAFCO's current needs in this area. The County Board of Supervisors approved the contract at its March 6, 2007 meeting. El Dorado LAFCO Counsel has reviewed the contract. Staff recommends for the approval and the authorization to the Executive Officer to sign it. Please note that the County response to the RFP, which is referenced in the IT Contract as "Exhibit 'A'," is not included in the packet but is available at the LAFCO Office for review.

Attachment:

Attachment A: Consulting Contract with the County of El Dorado Information Technologies Department

Attachment B: County of El Dorado Proof of Liability Insurance