

BUSINESS TECHNOLOGY SERVICES BOARD

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Martin Rose
Chief Information Officer

TO: Ken Welch, Board of County Commissioners (BCC)
Mark Woodard, Pinellas County Administrator

FR: Marty Rose, Chief Information Officer, BTS

RE: Joe Lauro, Director, Purchasing
Miles Belknap, Assistant County Attorney, Purchasing
Jason Ester, Senior Assistant County Attorney, BTS

DATE: 02-07-2017

Business Technology Services (BTS) has used contractor services for staff augmentation purposes since 2010 for short term staffing needs in support of IT projects and hard to fill IT positions. On July 25, 2010, the County Administrator approved the purchase authorization for temporary staffing for professional services for staff augmentation on an 'as needed' basis via Florida State Contract - Information Technology (IT) Consulting Services 973-561-10-1.

The following information is supplement to the Staff Report for item 15-806 and in follow-up to our meeting held on Thursday, January 12, 2017. Item 15-806 is slated for the February 21, 2017 BCC agenda. If additional information is required in support of the item, please advise and we will do our best to accommodate.

Why not continue with State Contract?

- The Florida State Contract - Information Technology (IT) Consulting Services 973-561-10-1 **EXPIRES February 28, 2017**. The original term for this contract was thru August 31, 2016. The contract was extended by the State thru February 28, 2017.
- No indication of further extension or renewal.
 - The State has been extending this agreement year after year and informing of renewal just prior to expiration. For the last 5 years, there has been indication that the State may not renew. If that were ever the case, the County would not be prepared in time with a solicitation and award in support of BTS needs for contract labor.

PLEASE ADDRESS REPLY TO:
315 Court Street
Clearwater, Florida 33756
Phone: (727) 464-3395
Operations Center: (727) 453-4357
Fax: (727) 464-4718
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- The State went out for rebid in June, 2016, and solicitation July, 2016 for a staff augmentation agreement. Purchasing has been following up with the State and learned they may not move forward with their solicitation and they may pursue a different procurement path for their needs.

Why 13 ranked vendors?

- This ranking of vendors initially included 14 total. One vendor pulled out, leaving 13. There was reasonable separation (scoring) between vendors 14 and 15; enough to not move up another vendor without consideration adding several others. 13 vendors is a lot to manage, but accommodates both broad and niche technology needs.

What protections does the County have against contractors violating security and use policies?

Note: Violation of Pinellas County Security and use policies can occur by anyone in our government.

The following are steps that BTS has taken to bring proper attention and awareness to protecting County Information Assets:

- Vulnerability Assessment(s); responses include:
 - Security Awareness Training; includes signing Pinellas County Security Policy.
 - Security monitoring and intrusion detection; involves BTS Security staff and Security Tools.
- Additional measures for non-permanent-short-term contracts: Spot audits of user accounts to ensure accounts are being used and being used properly for their intended purpose.
- All Contractors and BTS Staff are required to complete Security Awareness Training and sign Pinellas County Security Policy and non-disclosure agreement as part of an 'on boarding' process.

Specific Agreement Language in 'New County Agreement'

- Clear definitions of "County Confidential Information", "Contractor Personnel"
- Clear disclosures over required written notice and approval by County of ANY contractors requested to be assigned to work by the vendor that are not one of our contracted vendor(s) or a partner of one of the 13 ranked named vendors.
 - *Subcontracting. Contractor is fully responsible for completion of the Services required by this Agreement and for completion of all subcontractor work, if authorized as provided herein. **Contractor shall not subcontract any work under this Agreement to any subcontractor other than the subcontractors specified in the proposal and previously approved by the County, without the prior written consent of the County, which shall be determined by the County in its sole discretion.***
- Breach of contract & termination language exists and is clear.
 - Breach of contract could lead to BTS working with Purchasing on an action to enforce Suspension of a vendor; Section 2-161 County Code.
- Each of the ranked 13 vendors meet our County Risk requirements for liability & insurance.

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