

## **RESOLUTION 25-22**

### **A RESOLUTION OF THE GOVERNING BOARD OF THE SANTA CLARA VALLEY OPEN SPACE AUTHORITY AUTHORIZING THE GENERAL MANAGER OR ASSISTANT GENERAL MANAGER TO ENTER INTO CONTRACT WITH KIEFER CONSULTING INC. FOR RFP 2025-01 SHAREPOINT DESIGN AND IMPLEMENTATION PROJECT**

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**WHEREAS**, Santa Clara Valley Open Space Authority's (Authority) primary file storage and sharing system was a combination of emails, an on-premises file server, and siloed OneDrive and SharePoint sites; and

**WHEREAS**, the Authority determined that it requires an experienced SharePoint consultant to examine the current SharePoint environment to advise the Authority on implementing the best business practices for workflow guidelines and developing an optimal SharePoint site architecture; and

**WHEREAS**, the Authority prepared and posted a Request of Proposals (RFP) on the Authority's website, CSDA website, and at the Administration Office window on January 17, 2025; and

**WHEREAS**, 25 firms submitted proposals; and

**WHEREAS**, Authority staff evaluated the proposals submitted in accordance to the criteria set out in the RFP:

- A. Experience of the Vendor including past performance of firm on contracts of similar size and scope.
- B. Experience and qualifications of personnel employed by the vendor.
- C. Demonstrated understanding of the scope of the service.
- D. Best overall financial return to the Board of Directors on the contract.
- E. A responsible vendor who has demonstrated the attribute of trustworthiness, as well as quality, and experience to satisfactorily perform the work required.

**WHEREAS**, Authority staff found Kiefer Consulting Inc. submitted a comprehensive proposal and presented a professional and organized demonstration during a follow-up interview and is the most responsible and qualified bidder based on the criteria set forth above; and

**WHEREAS**, Authority staff recommends that the Board award the contract for SharePoint design and implementation services to Kiefer Consulting Inc.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby finds that Kiefer Consulting Inc is the most responsible and qualified bidder and authorizes the General Manager / an Assistant General Manager to a contract with to provide SharePoint design and implementation services for \$108,190, which includes a fixed cost of \$45,060 for the discovery and analysis phase and a not-to-exceed cost of \$63,130 for the implementation phase. The contract may also include post-implementation support at a rate of \$165-\$185 an post-implementation support at a rate of \$165-\$185 an hour.

## Santa Clara Valley Open Space Authority

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**BE IT FURTHER RESOLVED THAT** the General Manager is hereby authorized and directed, on behalf of the Authority and in its name, to execute and deliver such other documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of the above resolution.

**PASSED, APPROVED AND ADOPTED** on April 24, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

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Helen Chapman, Chairperson  
Santa Clara Valley Open Space Authority

APPROVED AS TO FORM:

ATTEST:

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William P. Parkin, Legal Counsel

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Caroline Hernandez, Clerk of the Board