



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into a contract with Robert Half in the amount of \$17,000.00 using current fiscal year (2025-2026) IS&T operations funding to extend contracted services for a Senior Database Administrator.

**Background/Justification**

The IS&T Platform team is responsible for second and third level support within IS&T and is accountable for managing operational and capital improvement projects for all storage area networks, servers, databases, business applications, and Microsoft Office 365. The IS&T Platforms team consists of systems and database administrators who are consistently improving the platform infrastructure by deploying storage area networks, enterprise applications, Microsoft Office 365, and servers. In the coming months the Platform team plans to deploy and update storage area networks, servers, databases, and business applications to support ongoing efforts of the County's operational systems and disaster recovery program. The infrastructure and database upgrades provide a modernized and leading-edge platform that will support next generation disaster recovery and business continuity capabilities for Durham County. The Senior Database Administrator contracted through Robert Half provides specialized database expertise that is critical to ensuring a successful deployment as well as ongoing implementation and maintenance of these infrastructure improvements, and this additional resource is needed to support the team's capacity during this period of significant platform activity.

**Policy Impact**

This contract will not have an impact on policy but will allow Durham County Information Services & Technology to expand and improve technology services supporting business needs and associated processes essential to the efficient and effective operation of the County departments.

**Procurement Background**

This request is to enter into a collaborative agreement with Robert Half contracted services for a Senior Database Administrator contractor within IS&T.

**Type of purchase**

- Goods
- Services
- Construction Work

**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.



If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain) Temporary Contract does not require bid.

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes  No**

If no, why?

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**Fiscal Impact**

This contract will be funded out of the IS&T 2025-2026 operational budget.

**Recommendation**

The County Manager recommends that the Board authorize the County Manager to enter into a contract with Robert Half in the amount of \$17,000.00 using current fiscal year (2025-2026) IS&T operations funding to extend contracted services for a Senior Database Administrator. The County Manager also recommends the Board allow the County Manager to sign off on subsequent renewals, extensions, or amendments associated with this contract as necessary to continue services as required.

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