



STAFF REPORT

AGENDA NO: 9h

MEETING DATE: June 2, 2025

To: Honorable Mayor and City Council

Date: June 2, 2025

From: Helen Yu-Scott, Finance Director – (650) 558-7222

Subject: Adopting a Resolution Approving an Amendment to the Agreement with Eaton and Associates to Serve as the City of Burlingame's Information Technology Services Provider to Extend the Term Two Additional Years, with a Not-to-Exceed limit of \$1.9 Million

RECOMMENDATION

Staff recommends that the City Council approve an amendment to the agreement with Eaton and Associates to extend the term for an additional two years for information technology (IT) services, with a not-to-exceed limit of \$1.9 million.

BACKGROUND

On May 16, 2022, the City Council adopted Resolution #055-2022, authorizing the City Manager to execute a three-year service agreement with Eaton and Associates, effective June 1, 2022, through June 30, 2025. The three-year agreement is set to expire at the end of this fiscal year and contains a provision allowing a one-year extension.

DISCUSSION

Eaton and Associates continues to be interested in providing IT services to Burlingame. The two-year extension will allow Burlingame to review and assess potential alternatives.

The current agreement limits the annual adjustments to the optional one-year extension period. The proposed amendment will do the same and will allow the maximum compensation amount to increase by a minimum of 2% or an amount equal to the change in the Consumer Price Index (CPI) for the area including San Mateo County, but no more than 5%, for the second year in the extended term. The proposed two-year extension otherwise maintains the current IT agreement terms and conditions, but it does include an additional Managed Security Operation Center (SOC) to the scope of work. The Managed SOC enhances security offerings by providing 24/7 threat monitoring, detection, and response to cyber threats.

The total proposed amount for a two-year extension is \$1.9 million, including contingency for planned and unforeseen projects.

FISCAL IMPACT

Funding for IT Services and improvement will be included in fiscal year 2025-26 and the subsequent year's proposed budget. Staff will annually evaluate the funding needs with the IT managed services provider to ensure the City can continue to operate a secure and up-to-date IT environment.

Exhibits:

- Resolution
- Amendment to the Agreement for Information Technology Services
- May 16, 2022, Staff Report
- Original Agreement, dated May 17, 2022