

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.21
(ID # 21084)

MEETING DATE:

FROM : RIVERSIDE COUNTY INFORMATION TECHNOLOGY: Tuesday, February 07, 2023

SUBJECT: RIVERSIDE COUNTY INFORMATION TECHNOLOGY: Approve the Amendment No. 1 to Datacard Certificate Services Subscription Agreement with Entrust Corporation and authorize the Purchasing Agent to issue a Purchase Order for \$121,070.78 for the renewal of Certificate Management System (CMS) Services without seeking competitive bids from March 27, 2023 through March 26, 2027 and approve additional compensation not to exceed a total aggregate amount of \$15,000 for future County requirement, All Districts. [Total Cost \$121,070.78 plus \$15,000- RCIT Budget-100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Amendment No. 1 to Datacard Certificate Services Subscription Agreement with Entrust Corporation and authorize the Purchasing Agent to issue a Purchase Order for \$121,070.78 for the renewal of Certificate Management System (CMS) Services without seeking competitive bids from March 27, 2023 through March 26, 2027; and Authorize the Chairperson of the Board to sign three (3) copies of the Amendment No. 1 on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel, to sign amendments that stay within the intent of the Agreement, and amendments to increase the compensation provisions that do not exceed a total aggregate amount of \$15,000 for the term of the Amendment No. 1; and
3. Direct the Clerk of the Board to retain one (1) copy of the amendment and return two (2) copies of the amendment to Riverside County Information Technology.

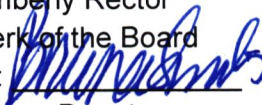
ACTION:Policy


Jim Smith, Chief Information Officer 1/18/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: February 7, 2023
xc: RCIT

Kimberly Rector
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year	Next Fiscal Year	Total Cost:	Ongoing Cost
COST	\$ 121,071	\$ 0	\$ 121,071	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: RCIT Budget-100%			Budget Adjustment: No	
			For Fiscal Year: 22/23 – 26/27	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The request before the Board is to approve the Amendment No. 1 to Datacard Certificate Services Subscription Agreement with Entrust Corporation (formerly Entrust, Inc.) for the renewal of Certificate Management System (CMS) Services without seeking competitive bids for a total aggregate amount of \$ 121,070.78 from March 27, 2023 through March 26, 2027.

The County began using the Entrust Corporation CMS services in 2015 to manage the certificates for enhanced security and encryption of County websites. The County has a current Datacard Certificate Services Subscription Agreement that was created in 2019 and is valid through March 26, 2023. Amendment No. 1 was approved as to form by County Counsel and is being issued to amend the original "Subscription Term" of the agreement, to add the Non-Appropriations Clause, and to amend the legal name of Entrust, Inc. to Entrust Corporation. A purchase order will be issued to the vendor prior to the expiration of the current agreement to renew the agreement and ensure there is no lapse in coverage.

Entrust Corporation is an industry leader in product and support and its SSL products are designed to meet and exceed enterprise security standards and the County's Information Security Office requirements for securing client data at a cost-effective price point. Entrust Corporation offers a full range of certificate types and manages the certificates with one renewal rather than having to renew each certificate separately throughout the year. Entrust Corporation has provided the County with a customized "Flex Plan" that includes certificates of any type, plus SANs, access to the management portal with other auditing capabilities, and a self-service portal and notification process which allows RCIT staff to efficiently manage certificates and save time.

Impact on Residents and Businesses

There is no negative impact on residents and businesses.

Additional Fiscal Information

Since this four-year term renewal is being paid in full in advance, the County negotiated a cancellation term in the amendment to ensure that any prepaid and/or unused fees paid in advance will be refunded to the County (in which the County will pay Entrust Corporation an

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early termination fee of \$5,000). The following table provides the annual payment schedule per year:

Fiscal Year	Total
FY 22/23	\$ 121,070.78
FY 23/24	0.00
FY 24/25	0.00
FY 25/26	0.00
Total Cost	\$121,070.78
Additional compensation (not to exceed)	\$ 15,000.00


Contract History and Price Reasonableness

Entrust Corporation continues to offer a full range of certificate types that can be re-used/re-issued and applied to other resources and ongoing projects during the agreement period. Alternative vendors are unable to provide a complete management tool, and unused certificate inventory cannot go back into a pool and cannot be reused. Managing the certificates with one renewal with Entrust Corporation is more efficient and cost-effective than switching to a new CMS system.

Entrust Corporation has provided 25 SANs (25% of FLEX certificates) at no cost and extended a 15% discount to the County for certificates and support services for a four-year pricing, which is nearly 35% less than Entrust's one-year pricing. The total renewal amount is \$121,070.78 from March 27, 2023, through March 26, 2027.

ATTACHMENTS:

- A. Amendment No. 1 to Entrust Datacard Certificate Services Subscription Agreement
- B. Single Source Justification No. 166163702


Suzanna Hackley, Assistant Director of Purchasing and Fleet Service

1/25/2023


Alonzo Barrera, Principal Management Analyst

1/30/2023


Kristine Bell-Valdez, Supervising Deputy County Counsel

1/25/2023

AMENDMENT NO. 1

This Amendment no. 1 ("Amendment") to the Entrust Datacard Certificate Services Subscription Agreement (the "Agreement") effective March 26, 2019 between Entrust Corporation (Entrust, Inc. now merged into Entrust Corporation) ("Entrust") and County of Riverside ("County") is entered upon date of last signature of this amendment by both parties (the "Amendment Effective Date").

WHEREAS, Entrust and County agree to amend the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual promises herein contained, the sufficiency of which is hereby acknowledged, Entrust and County agree as follows:

1. Entrust, Inc. merged into Entrust Corporation on April 1, 2022. All references to "Entrust, Inc." in the Agreement are deleted and replaced with "Entrust Corporation". All references to "Entrust Datacard" in the Agreement are deleted and replaced with "Entrust".
2. The definition of "Subscription Term" in Section 1 of the Agreement is deleted and replaced with the following:

"Subscription Term" means the length of time that You have subscribed to purchase Certificate Services commencing on the Activation Date as may be stated in the quote for Certificate Services and/or in the resulting Purchase Order issued by You. In the case where You have purchased Certificate Services that: (i) are for a single Certificate, the Subscription Term is the validity period of the applicable Certificate(s); (ii) include "Pooling" Management Services, the Subscription Term is the period of time for which You have purchased the right to use such Management Services, irrespective of whether the Certificate(s) that are issued to You as part of Certificate Services have validity periods extending beyond such period of time, or (iii) include "Non-Pooling" Management Services, the Subscription Term is the validity period of the applicable Certificate(s) issued under such Management Services, provided that all such Certificates are issued on or before the one (1) year anniversary of the Activation Date after which time such ability to request issuance shall expire. In the event that You elect to renew Your subscription to the Certificate Services upon expiration of the Subscription Term for an additional length of time (a "Renewal Term"), the Subscription Term will be extended by Your issuance to Entrust of an additional Purchase Order or by the execution of an Amendment to this Agreement signed by both parties. In any case, the Subscription Term maybe shortened pursuant to Section 10 of this Agreement."

Fees will be set pursuant to the relevant Purchase Order.

3. A new Section 19 is added to the Agreement as follows:

Non-Appropriations: Your obligation for payment under this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of Your funding. In the State of California, Government agencies are not allowed to pay excess interest and late charges, per Government Codes, Section 926.10. No legal liability on Your part shall arise for payment beyond June 30 of each calendar year unless funds are made available


for such payment. In the event that such funds are not forthcoming for any reason, You shall immediately notify Entrust in writing and this Agreement shall be deemed terminated and have no further force and effect. In the event that funding becomes unallocated for an order placed by You under this Agreement: (i) You will notify Entrust in writing, and (ii) You may cancel the applicable order and will be entitled to a refund of any prepaid and/or unused fees paid in advance by You for Certificates Services which have not yet been delivered or provided by Entrust as of the date of Your notification. County shall pay an early termination fee of \$5000.00.

4. Except as amended herein, the Agreement shall remain in full force and effect. All capitalized terms used in this Amendment but not otherwise defined herein, shall be the meaning assigned to them in the Agreement. If there is any conflict between the terms and conditions of the Agreement and this Amendment, the terms of this Amendment shall control.


IN WITNESS WHEREOF, the parties have executed this Amendment as of the Amendment Effective Date.

Each party agrees that electronic signatures of the parties on this Amendment and any amendment will have the same force and effect as a handwritten signature.

ENTRUST CORPORATION

Signature: 
Name: Lisa J. Tibbits
Title: Chief Legal and Compliance Officer
Date: January 11, 2023


COUNTY OF RIVERSIDE ("County")

Signature: 
Kevin Jeffries
Chairperson, Board of Supervisors
Date: 2/7/23

ATTEST:
KIMBERLY A. RECTOR, Clerk
By 
DEPUTY

APPROVED AS TO FORM:

County Counsel

By: 
Kristine Bell-Valdez
Supervising Deputy County Counsel
Dated: 1/10/2023



Entrust Corporation
EIN/TIN: 41-0950297

QUOTE

Quote Number	604687 - 2
Billing Account	180367
Quote Status	APPROVED
Expiration Date	15-FEB-2023
Payment Terms	NET 30

RIVERSIDE COUNTY IT
 RCIT
 3450 14TH ST
 RIVERSIDE, CA 92501

Entrust Corporation
 1187 PARK PLACE
 SHAKOPEE, MN 55379
 UNITED STATES

FOB	Freight Terms
FOB ORIGIN	PREPAID AND ADD

Ship To Customer: 180367	End Customer: 180367
RIVERSIDE COUNTY IT	RIVERSIDE COUNTY IT
RCIT	RCIT
3450 14TH ST	3450 14TH ST
RIVERSIDE, CA 92501	RIVERSIDE, CA 92501

Item	Quantity	UOM	Unit List Price	Unit Selling Price	Extended Price
ECS-FLEX-P FLEX SSL Certificate Licenses, Subscription 4 Year, Qty 100-249 Adding 20 Flex Certificate licenses to existing Flex based Entrust Certificate Services account to align with service renewal date of 3/26/2027 Discretionary Discount (7%)	20	EA	722.08	671.53	13,430.60
			-50.55		
ECS-FLSN-P Flex SSL SAN Licenses, Subscription 4 Year, Qty 100-249 Adding 27 Flex SANs to existing Flex based Entrust Certificate Services account to align with service renewal date of 3/26/2027 Discretionary Discount (7%)	27	EA	276.00	256.68	6,930.36
			-19.32		
ECS-SUPL-X SSL Platinum Services 24/7/365 Support Availability. Automated SSL/TLS Server Test, up to 5 Authorization Contacts & Up to 15 Administrators with 24 hour Verification turn-around.	1	EA	4,479.41	4,479.41	4,479.41
ECS-ACCT-F SSL Enterprise Account, Flex 4 Year Renewal of subscription based Entrust Certificate Services, extending account from 3/27/2023 to 3/26/2027	1	EA	0.00	0.00	0.00
ECS-FLEX-P FLEX SSL Certificate Licenses, Subscription 4 Year, Qty 100-249 Discretionary Discount (7%)	80	EA	722.08	671.53440	53,722.75
			-50.54560		
ECS-FLSN-P Flex SSL SAN Licenses, Subscription 4 Year, Qty 100-249 Discretionary Discount (7%)	98	EA	276.00	256.68	25,154.64
			-19.32		
ECS-FLSN-P Flex SSL SAN Licenses, Subscription	25	EA	276.00	0.00	0.00



Entrust Corporation
 EIN/TIN: 41-0950297

QUOTE

Quote Number	604687 - 2
Billing Account	180367
Quote Status	APPROVED
Expiration Date	15-FEB-2023
Payment Terms	NET 30

Item	Quantity	UOM	Unit List Price	Unit Selling Price	Extended Price
4 Year, Qty 100-249					
*Promo available until December 31, 2022					
FLEXFREESANS USD (100%)			-276.00		
ECS-FCMF-P Annual Foreign Cert Mgmt Licenses (FREE)	100	EA	0.00	0.00	0.00
4 Year, Qty 100-249					
100 Foreign Certificate Management Licenses included with purchase of Platinum Services					
ECS-SUPL-X SSL Platinum Services	1	EA	17,353.02	17,353.02	17,353.02
4 Year					
24/7/365 Support Availability. Automated SSL/TLS Server Test, up to 5 Authorization Contacts & Up to 15 Administrators with 24 hour Verification turn-around.					

	Subtotal	Adjustments	Total
Products	135,440.43	-14,369.65	121,070.78
Services	0.00	0.00	0.00
Freight	0.00	0.00	0.00
Total	135,440.43	-14,369.65	121,070.78
			(USD)

Contact	Name	Phone	Email
Salesperson	CHRIS GREGORIO	6132702580	Chris.Gregorio@entrust.com

Visit www.entrust.com/terms-and-conditions to view terms and conditions applicable to this transaction.



Use this form to submit a single or sole source requisition for review by your Buyer and/or Procurement Contract Specialist. All procurements valued **\$5,000 or more** must seek competitive bids from a minimum of three suppliers, or the expectation that three or more suppliers will respond, or be justified by a Single/Sole Source. All purchases exceeding **\$50,000** require a formal public bid. Procurement's may not be artificially segregated to lesser dollar amounts for the purpose of bypassing this requirement.

Sole/Single Source service requests that are greater than **\$50,000** require additional Board of Supervisors approval.

Supplier Details

Vendor Entrust Corporation
Fulfillment Address CCorp - Services/Materials:
 (preferred)
 1187 Park Pl
 Shakopee, Minnesota 55379 United States

Distribution Method
 The system will distribute purchase orders using the method(s) indicated below:

Check this box to customize order distribution information.

Contract

Background Information

Please indicate if this is a single or sole source below

Single Source

Have you previously requested and received approval for a sole/single source request for this vendor for your department?

Yes

If selected "yes", please provide the approved SSJ# below

SSJ# 15-453

If selected "yes", was the request approved for a different project?

No

Purchase Details

1. Supply/Service being requested:

The renewal of Certificate Management System (CMS) services,

2. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:

Entrust Corporation offers a full range of certificate types and manages the certificates with one renewal rather than having to renew each certificate separately throughout the year. Entrust Corporation has provided the County with a customized "Flex Plan" that includes certificates of any type, plus SANs, access to the management portal with other auditing capabilities, and a self-service portal and notification process which allows RCIT staff to efficiently manage certificates and save time. Entrust Corporation is an industry leader in product and support and its SSL products are designed to meet and exceed enterprise security standards and the County's Information Security Office requirements for securing client data at a cost-effective price point.

Current Year Cost

6. Identify all costs for this requested purchase.

You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained.

Describe all current fiscal year costs associated with this procurement in the box below. Insert all one time costs associated with this project in the table below.

Insert all current fiscal year costs in the table below. Label the 'description' as the item that is being purchased.

3. Reasons why my department requires these unique features and what benefit will accrue to the county:

The County began using the Entrust Corporation CMS services in 2015 to manage the certificates for enhanced security and encryption of County websites. The County has a current Datacard Certificate Services Subscription Agreement that was created in 2019 and is valid through March 26, 2023. At the advice of County Counsel, Amendment No. 1 is being issued to amend the original "Subscription Term" of the agreement, to add the non-Appropriations Clause, and to amend the legal name of Entrust, Inc. to Entrust Corporation. A purchase order will be issued to the vendor prior to the expiration of the current agreement to renew the agreement and ensure there is no lapse in coverage.

4. Period of Performance 3/27/2023

From:

Period of Performance To: 3/26/2027

Is this an annually renewable contract or is it fixed term?

Fixed Term

5. Price Reasonableness:

Entrust Corporation continues to offer a full range of certificate types that can be re-used/re-issued and applied to other resources and several ongoing projects during the agreement period. Alternative vendors are unable to provide a complete management tool, and unused certificate inventory does not go back into their pool of available certificates and cannot be used. If a replacement certificate is needed, RCIT would need to re-purchase the certificates separately throughout the year. As such, managing the certificates with one renewal with Entrust Corporation is more efficient and cost-effective than switching to a new CMS system.

Entrust Corporation has provided fixed four-year pricing for the certificates and support services for a total amount of \$ 121,070.78 from March 27, 2023, through March 26, 2027.

Projected Board of Supervisor Date (if applicable): 1/31/2023

Commodity Code 91596

Current FY Costs

Description	Price
One-time payment for March 27, 2023 - March 26, 2027 subscription term	121,070.78

Enter all additional FY costs in the table below. Only enter one fiscal year cost per line and identify the fiscal year that it pertains to. Fiscal year is from 7/1/00 to 6/30/00.. Example : FY 18/19 \$200

FY

FY

FY

FY

FY

Additional FY Cost

Describe all additional costs associated with this procurement in the box below. Include the dollar amounts for subsequent fiscal years if it differs from above.

Additional compensation not to exceed \$ 15,000 through March 26, 2027.

Current Year Cost Total: 121,070.78

Supporting Documentation

If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law.

Additional supporting documentation includes:

- Previously approved SSJ's
- other

For all other requests, attach the vendor's cost proposal

Internal Attachments

Purchasing Approval

Approved by

Date Approved

Sole Source Number

Approval Conditions/Comments

This section to be filled out by Purchasing Management only upon approval. Suzanna L Hinckley 1/31/2023

Total 121,070.78