



# Monterey County

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## Board Report

Legistar File Number: 15-1385

February 09, 2016

**Introduced:** 12/16/2015

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Approve and Authorize the Contracts/Purchasing Officer or Contracts Purchasing Supervisor to sign a Standard Agreement with Teleosoft, Inc. the amount of \$343,000 to purchase software for the Civil Division of the Sheriff's Office (\$196,429) and to fund five (5) years of maintenance costs at a not to exceed amount of \$146,571;
- b. Authorize the Contracts/Purchasing Officer or Contracts Purchasing Supervisor to sign up to three (3) amendments to the agreement where the amendment does not significantly change the scope of work, and the amendments in total do not exceed 10% of the value (\$34,300) for a total cumulative not to exceed contract amount of \$377,300;
- c. Increase appropriations and revenues by \$215,953 in the Sheriff's Civil Unit 001-2300-SHE001-8225-7562/5570, financed by increased revenue from the Civil Automation Fee Fund 020-2774 (\$196,429 for purchase, \$19,524 for prorated software support) (4/5ths Vote Required); and
- d. Authorize the Auditor-Controller to modify the Sheriff's Fiscal Year 2015-16 Adopted Budget.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and Authorize the Contracts/Purchasing Officer or Contracts Purchasing Supervisor to sign a Standard Agreement with Teleosoft, Inc. the amount of \$343,000 to purchase software for the Civil Division of the Sheriff's Office (\$196,429) and to fund five (5) years of maintenance costs at a not to exceed amount of \$146,571;
- b. Authorize the Contracts/Purchasing Officer or Contracts Purchasing Supervisor to sign up to three (3) amendments to the agreement where the amendment does not significantly change the scope of work, and the amendments in total do not exceed 10% of the value (\$34,300) for a total cumulative not to exceed contract amount of \$377,300;
- c. Increase appropriations and revenues by \$215,953 in the Sheriff's Civil Unit 001-2300-SHE001-8225-7562/5570, financed by increased revenue from the Civil Automation Fee Fund 020-2774 (\$196,429 for purchase, \$19,524 for prorated software support) (4/5ths Vote Required); and
- d. Authorize the Auditor-Controller to modify the Sheriff's Fiscal Year 2015-16 Adopted Budget.

### SUMMARY/DISCUSSION:

The Civil Division of the Monterey County Sheriff's Office performs the processing and serving of civil procedures including small claims judgments, earning withholding orders, real property levies and bank levies, and evictions. All these services are provided throughout the County including locations inside the incorporated cities.

The Division is operating on a software product that is ten years old and maintenance support for the product is not optimal. The software requires staff to re-enter data as they move from screen to screen, which wastes time, creates employee job dissatisfaction and increases the chance of errors being made. The Division did a market analysis to see if better products were available and found that only three vendors sell Civil Division software in California because of the limited market for it (county entities only). One of the three vendors is the current software in use, and concerns with this product are listed above. The second product has been used in the past, and was abandoned due to concerns regarding internal integrity the program. Teleosoft is the remaining vendor. Based on this information, the Sheriff's Office was advised by Contracts/Purchasing to prepare a sole source justification for the product and a copy of that document is attached as part of the agreement.

The Teleosoft product has been thoroughly previewed by staff, and several other California counties are opting to move off the Sirron product to Teleosoft. The Division did negotiate its own County Standard agreement with the vendor and that contract is attached. The term of the agreement is from November 1, 2015 to October 31, 2020. The actual purchase price of the product is \$196,429 and the value of five (5) years of maintenance for the system has also been added to the contract price for a not to exceed amount of \$343,300. The first year cost of the product for acquisition of the software and prorated software support costs is \$215,953 (\$196,429 for purchase, \$19,524 for prorated software support).

A copy of this agreement is on file with the Clerk of the Board.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved the agreement as to legal form, the County Information Technology Department has reviewed the technical components of the contract and the Auditor/Controller has reviewed for fiscal provisions. Contracts Purchasing has approved the sole source documentation and request that is attached to the agreement.

FINANCING:

There will be no increase in the General Fund Contribution as a result of this Board action. The current and future costs will be reimbursed by the Civil Automation Fee Fund in Fund 020, Account 2774 per Government Code Section 26731(b) "Ninety-five percent of the moneys in the special fund shall be expended to supplement the costs of the depositor for the implementation, maintenance, and purchase of equipment and furnishings for the automated systems or other nonautomated operational equipment and furnishings deemed necessary by the Sheriff's Civil Division or marshal. Five percent of the moneys in the special fund shall be used to supplement the expenses of the Sheriff's Civil Division or marshal in administering the funds." The fund balance as of September 30, 2015 is \$435,402.

Prepared by: Nina Ryan, Management Specialist ext. 3708

Approved by: Stephen Bernal, Sheriff /Coroner ext. 3725

Attachments:

Standard County Agreement between County of Monterey and Teleosoft, Inc.