

County of Santa Clara Office of the Chief Information Officer



CE01 102009

DATE: October 20, 2009

TO: Board of Supervisors

FROM:

Handwritten signature of Jeffrey V. Smith in black ink.

Jeffrey V. Smith
County Executive

Handwritten signature of Joyce Wing in black ink.

Joyce Wing
Chief Information Officer

Handwritten signature of Maria Marinos in black ink.

Maria Marinos
Clerk of the Board

SUBJECT: Clerk of the Board (COB) Business and Technical Support Requirements

RECOMMENDED ACTION

Approve Request for Appropriation Modification No. 081 - \$632,000 transferring funds from the General Fund Contingency Reserve to the COB budget relating to business and technical requirements. (4/5 Roll Call Vote)

FISCAL IMPLICATIONS

There is a total of one-time funding in the amount of \$632,000 being requested from the General Fund contingency reserve, and on-going funding beginning in FY 2011 in the amount of \$15,000, in order to address the business and

technical needs within the COB's office.

REASONS FOR RECOMMENDATION

The COB has a need to implement technology improvements in the department. ISD has conducted a preliminary assessment of the needs and recommends the following:

- Conversion of standalone Mac environment to enterprise (County) environment: \$154,000 in funding is required for hardware and software. This includes the COB, Board Chambers, Harvey Rose, and estimates for District 1 and District 5. Further discussion is needed with District 1 and District 5; however, this amount will be not exceeded.
- Funding for a full-time, dedicated Senior Business IT Consultant (unclassified) from ISD to provide leadership, management and support of the various IT-related projects that have been initially identified, as well as those that require additional analysis to determine directions for the COB office. Funding of \$120,000 will cover the remainder of FY2010.
- Conflict of Interest (Form 700) software application: Funding required: \$108,000 for initial purchase and \$15,000 for annual maintenance to begin the second year, for a three-year contract term.
- Consulting services being requested will provide a comprehensive plan for the records management/retention and affiliated database needs of the COB office, and general guidelines for countywide use. Funding requested for initial study is \$250,000. This is an estimate based on past practice, not on actual proposals. More time would be required to receive proposals with exact costs for the scope of this effort. Any overage, if funded now, will be returned to the GF contingency reserve, otherwise more time will be needed to obtain proposals.

BACKGROUND

The COB has a need to replace and upgrade the department's information technology equipment. Furthermore with the dramatic increase in assessment appeals received this year, the demand for resources and automation has increased. A summary of the proposed technology improvements is provided below.

- Conversion of standalone Mac environment to enterprise (County) environment in order to provide: a more secure work environment that will be in compliance with IT Security policies and more appropriately enable document sharing; an environment that is less of a cost and effort to support; a means to take advantage of enterprise infrastructure and shared services to enhance business capabilities within the COB and Board offices, as well as, across the County with other departments; automated daily backups and off-site storage for better disaster recovery capabilities; and preparation for implementing needed document management capabilities.

- Additional full time, unclassified, on-site Senior Business IT Consultant from ISD for the remainder of FY 2010 to assist the COB's office with the leadership, management, and support of numerous automation projects, in conjunction with existing ISD and COB technical support staff. If at the end of the FY 2010, the COB and ISD determine that the COB's Office is still in need of this position, it will need to be fully funded in FY 2011 at a cost of \$180,000 a year.
- Single source justification for the procurement of software products to fulfill current and future needs relating to filing the Statement of Economic Interest Forms (Form 700) to assist the COB with compliance of legal mandates. Additional details have been provided below. It should be noted that the product is not MAC compliant, which furthers the need for conversion off of the MAC platform.
- It is recommended a full analysis and documentation of the records management/retention requirements, policies, and potential process changes be completed in order to provide a comprehensive recommended solution to meet the COB needs. Consulting services with specific expertise in the area of records management/retention is required to assist in assessing the needs, recommending solutions and implementation phases to handle the overall requirements within the COB's office. This external resource will provide guidance for record management/retention in general for overall County use as well, so that there would be a consistent approach as we handle this growing demand across the County. Many County agencies have been requesting assistance in this area and will benefit by the work that would be completed in the COB's office. Funding is being requested to support this initial assessment and recommendation effort.

Single Source Justification for Conflict of Interest (Form 700) applications

There is a three year pilot with four counties authorized through legislation, to work towards an electronic solution for the oversight of the Form 700 filings. The Orange, Los Angeles (LA), Merced, and Stanislaus counties are the designated pilot counties. Orange County is responsible for the reporting process and for meeting all the requirements for this pilot.

Orange County is working with SouthTech Systems to provide all of the functions, as well as host the hardware and data. Orange County is currently implementing this system and there are 2,000 out of 3,600 filers filing on-line to date. LA County is considering developing its own application but is also looking at the SouthTech Systems product. The two smaller counties are not participating at this time.

The COB's staff has seen the application and feels its requirements, plus more, can be met with the product used by Orange County. Due to the legislative limitations, if the County were to proceed with procuring the product from SouthTech Systems, filers would only be able to complete the forms online then print them to then be submitted to the COB. The added benefit is that the user's information is archived in the SouthTech database and is stored in a bar code printed on the application. When the COB receives the hard-copy application, the bar code is scanned and the data is automatically populated into the application. This process will reduce the risk of errors and provide cost saving in staff processing time. If the County could become one of the additional pilot counties, the forms could be filed electronically. Until the end of the pilot, this function would be limited, but would still provide capabilities that are not available today for the COB.

There is potential to procure the same product/services that Orange County is using for half the cost for a limited time only. SouthTech Systems is offering the first three agencies to purchase the product with the following discounted rates: Purchase Price \$108,000 (with sales tax), which includes the License Fee, Professional Services Fee, conversion process, installation, training, and hosting. The product maintenance fee is 15% of the license fee (\$15,000 annually). The initial maintenance charge is billed one year after the product is purchased.

In order to take advantage of the discounted pricing offered by the vendor to the first three agencies, the County expressed its interest to the vendor and was able to provide a letter of intent to procure the product and related services, subject to the approval of the Board of Supervisors at the October 20, 2009 BOS meeting. The Director of Procurement

issued the letter of intent on October 6, 2009. If the Board approves the Administration's recommendations to procure the software license and related services, the COB and CIO will work with the Procurement Department to obtain a proposal, negotiate and award an agreement with the vendor.

LA County is considering developing its own application but is also considering the Orange County pilot product; the City of Long Beach has recently purchased the system Orange County uses; Ventura County is in negotiations to purchase the system; and other counties such as Santa Barbara County and Placer County are seriously evaluating the product for implementation. The two smaller counties that were named in the legislation to be a part of the pilot program are not able to participate in the program at this time. The COB has joined with Ventura County, the City of Long Beach, Santa Barbara County, and Placer County to request that the Clerk's Association explore the possibility of requesting new legislation in 2010 to include these jurisdictions the pilot program.

CONSEQUENCES OF NEGATIVE ACTION

The COB will not replace technology equipment or implement upgrades.

STEPS FOLLOWING APPROVAL

The COB will work with ISD and Procurement to implement the requests noted in this transmittal.

ATTACHMENTS

- Appropriation Modification Form F85 #081