FROM: ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Approve Amendment No. 4 to the Professional Service Agreement with TEK Systems, Inc. to provide Information Technology Services for the Assessor-County Clerk-Recorder’s Office, Districts: All. [Total Cost: $411,840 - Department Revenue (100%)]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute Amendment No. 4 for the professional service agreement with TEK Systems, Inc. for a total annual amount not to exceed $205,920, with an option to renew the agreement for one additional one-year period; and

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates, as approved by County Counsel.

ACTION: Policy

Peter Aldana, Assessor-County-Clerk Recorder 5/30/2017
C.E.O. RECOMMENDATION: APPROVE

BACKGROUND:
Summary
The Assessor-County Clerk-Recorder (ACR) on occasion needs to augment the information technology staffing with contract personnel to support development projects and for skills not available internally.

The Assessor-County Clerk-Recorder (ACR) has many legacy applications that were written with the older versions of technology that are no longer supported with the newer Operating Systems such as Windows 10. In addition, some of these legacy applications will need to be integrated with the new property tax system currently in development. ACR initiated a migration project to migrate all these legacy applications to newer technology that will work with the newer Operating Systems.

The ACR needs to augment the information technology staffing with contract personnel to support and develop the migration project; and to obtain skills not available internally. ACR is expecting this project to be completed in the next fiscal year with a contingency of completing it the following fiscal year.

Impact on Residents and Businesses
The migration project will migrate all the legacy applications to newer technology which will work in the newer Operating Systems as well as integrate with new applications. This will ensure continuity of services to the citizens and ACR staff using these applications when ACR upgrades to newer Operating Systems. The newer technology applications will also be more efficient to maintain and easier to integrate with other systems.

SUPPLEMENTAL:
Additional Fiscal Information
The total contract amount through June 30, 2018 is not to exceed $205,920.

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<th>Description</th>
<th>FY 17-18</th>
<th>FY 18-19</th>
<th>Total</th>
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<tr>
<td>Professional Service Agreement</td>
<td>$205,920</td>
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Contract History and Price Reasonableness
In July 2013, Purchasing released a Request for Proposal (RFP), mailed it to 200 vendors and advertised on the internet, receiving fifty eight (58) responses. Based on the overall summation of the proposals submitted, the County entered into best and final negotiations with fifty-two vendors resulting in twenty-two vendors providing rates determined to be fair and reasonable to the County. Since no sole provider offers the most economical rate for every position, each information technology department will compare rate structure and utilize the vendor with the most reasonable rate and available staff as each need arises. Purchasing, on behalf of the ACR, solicited quotations and TEK Systems, Inc. was one of the vendors awarded a contract. TEK Systems, Inc. has maintained their contracted pricing from last year. In compliance with Board Policy H-11 (Acquisition and Management of Information Systems and Services), the Riverside County Technology Standards & Oversight Committee reviewed and recommended the approval of this proposed information technology acquisition on June 7, 2017.

Professional Service Agreement – BOS approved contract from 7/10/13 – 6/30/15
Amendment No. 1 – BOS authorized Purchasing Agent to exercise the renewal option from 7/1/14 to 6/30/15
Amendment No. 2 – BOS approved contract extension from 7/1/15 to 6/30/16
Amendment No. 3 – BOS approved contract extension from 7/1/16 to 6/30/17

ATTACHMENTS:

Amendment No 4. To the Agreement with TEK Systems, Inc.
RCIT H-11

Teresa Summers, Assistant Director of Purchasing 6/9/2017
Gregory P. Priamios, Director County Counsel 6/9/2017

Dave Rogers, Chief Information Officer 6/9/2017