Date: 05/24/2017

From: Peter Aldana
      Assessor-County Clerk-Recorder (ACR)

To: Board of Supervisors/Purchasing Agent

Via: Kan Wang (951) 955-0350 / Anna Alivio (951) 486-7452

Subject: Sole Source Procurement; Request for Computer Maintenance Services and Support for the Property Tax System

The below information is provided in support of my Department requesting approval for a single source. *(Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.)*

1. **Supplier being requested:** Computer Ideas, Inc.

2. **Vendor ID:** 04017

3. **Supply/Service being requested:** Services to perform mainframe computer software support and maintenance on the Riverside County Property Tax system used by the Treasurer-Tax Collector, Assessor, and Auditor Controllers’ integrated Property System. Services will also be used by the County of Riverside Enterprise Solution for Property Tax (CREST) project for data extraction.

4. **Alternative suppliers that can or might be able to provide supply/service and extent of market search conducted:** Alternate suppliers are unavailable as some parts of this mainframe system were originally developed by Computer Ideas, Inc. specifically for the County and are proprietary to Riverside County.

5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide (if proprietary software or machinery, hardware, please provide a supporting letter from the manufacturer):** Computer Ideas, Inc. participated as part of the original mainframe Property System design and development team; has specific knowledge of Riverside County Property System; has supported the Treasurer-Tax Collector and Assessor-County Clerk-Recorder system for over 10 years, and retains proprietary information vital to the upkeep and operations of the system. Computer Ideas, Inc. has an excellent understanding of the Property System’s data management system and how IMS facilitates the COBOL application development in a mainframe environment, TSO, ISPF, and JCL; and has a thorough understanding of hierarchal databases and knowledge of DL/I Application programming for the Riverside County Property System.

Form # 116-333 rev 7/23/15
COUNTY OF RIVERSIDE  
ASSEssor-COUNTY CLERk-RECORDER  
P.O. BOX 751  
RIVERSIDE CA 92502-0751  
(951) 486-7450  

DAVID MONTGOMERY  
ASSISTANT  
Valuation Division  

BOBBI SCHUTTE  
ASSISTANT  
County Clerk-Recorder Division  

KAN WANG  
ASSISTANT  
Administration

PETER ALDANA  
Assessor-County Clerk-Recorder

6. Reasons why my department requires these unique features and what benefit will accrue to the county: The Property System was designed specifically to meet the ever-changing needs of the County and uses an integrated approach to tie-in the Treasurer-Tax Collector to the Assessor and Auditor Controllers to a single system. Computer Ideas was a part of this original design team and by retaining this vendor, we are assured of a continued high level of dependability and system up time. The unique skills allow the vendor to provide operational and project support efficiently and effectively as the current mainframe system is a mission critical system within all three property tax departmental operations.

7. Period of Performance: From: 07/01/2017 to 06/30/2018 - The period of performance is for one year with the option to renew for an additional year.

Is this an annually renewable contract?  
□ No  ■ Yes

Is this a fixed-term agreement:  
□ No  ■ Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval.)

8. Identify all costs for this requested purchase. 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.  
(Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.) Provide support services for the Property Tax System as required to perform database administration, software maintenance and operations.

<table>
<thead>
<tr>
<th>The total contract amount through June 30, 2018 is not to exceed $959,700.00. Cost is split between the following departments:</th>
<th>FY17 -18</th>
<th>FY18 -19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor-County Clerk-Recorder</td>
<td>$176,800</td>
<td>$176,800</td>
</tr>
<tr>
<td>Treasurer-Tax Collector</td>
<td>$187,200</td>
<td>$187,200</td>
</tr>
<tr>
<td>CREST</td>
<td>$595,700</td>
<td>$595,700</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$959,700</td>
<td>$959,700</td>
</tr>
</tbody>
</table>

9. Price Reasonableness: (Explain why this price is reasonable or cost effective, and if this service/commodity will be bid out in the future.) The total contract amount is not to exceed $959,700 annually. The amounts shall be the same and shall not increase for each department through June 30, 2018. Pricing charged by Computer Ideas ranges from $55 to $90 per hour for services. This compares favorably against rates quoted by other vendors under County contract award, which range in price from $52 to $109 per hour for similarly classed services. Based on this comparison, the pricing is deemed to be fair and reasonable.

Form # 116-333 rev 7/23/15
10. Projected Board of Supervisor Date (if applicable): June 20, 2017
(Form 11s must accompany the sole source request for Purchasing Agent approval.)

Department Head Signature
(or designee)

Print Name

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Not to exceed: $959,700.00 One time

Disapprove

Annual Amount through June 30, 2019
(Date)

Purchasing Agent

Date

Approval Number

(Reference on Purchasing Documents)