



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Auditor-Controller
Department No.: 061
For Agenda Of: April 2, 2013
Placement: Administrative
Estimated Tme: 0
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Robert W. Geis, Auditor-Controller (568-2101)
Director(s)
Contact Info: Theo Fallati, Assistant Auditor-Controller (568-2102)

SUBJECT: Extension of Term of Agreement for Parks Reservation System
Implementation

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors approve and authorize the Chair to execute the attached Amendment No. 1 to the Agreement for Services of Independent Contractor with Simpler Systems, Inc., extending the term of the Agreement to December 31, 2013, but not increasing the previously approved contract amount.

Summary Text:

This Amendment No. 1 extends the term of the Agreement for Services of Independent Contractor with Simpler Systems, Inc. to December 31, 2013. Simpler Systems has been working with the Auditor-Controller's office and the Parks Division of the Community Services Department to implement a new reservation and cashiering system which has significant merit for operational efficiencies and high value to Parks customers for planning trips, making on-line reservations and paying on-line in advance. Availability of campsites, cabins, yurts, group reservations and annual passes will be available through a vendor system already purchased by the Parks Division. The Auditor's role is to assist with system implementation, integration to FIN and the Treasury banking systems, written policies and procedures and implementation of proper accounting.

When the contractual services agreement was previously approved, the implementation was expected to be complete by September 30, 2012; however, there was a delay because the busy summer season for Parks did not allow the proper resources to be available for full implementation within that time period. This extension will allow the final phase of the implementation to be completed. The final phase includes the system documentation, the development of written policies, procedures and accounting processes.

Performance Measure:

Provide High Quality Financial Services:

- Provide system testing, documentation, and training
- Provide accurate and timely system implementation
- Provide accurate and timely integration to FIN
- Develop and maintain effective systems for departments and customers

Fiscal and Facilities Impacts:

The term extension of the current Agreement does not have any new fiscal impacts. The previously approved contract amount is \$123,000. There is approximately \$81,000 left on the contract. The expenditures are being paid out of Auditor-Controller Department 061, line item 7460 – Contractual Services and are funded by the Auditor-Controller Automation Committed Fund Balance.

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other: Committed Fund Balance	\$ 10,000.00		\$ 62,000.00
Total	\$ 10,000.00	\$ -	\$ 62,000.00

Special Instructions:

Please send a signed copy of the Amendment No. 1 and Minute Order to Elaina Thanasko, Auditor-Controller Department Administrator

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Attachments: Amendment No. 1 to Agreement for Services of Independent Contractor, Contract Summary Sheet

Authored by: Elaina Thanasko, Department Administrator

**AMENDMENT NO. 1 TO AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR
(CONTRACT NO. BC-12-085)**

This Amendment No. 1 hereby amends the Agreement dated October 18, 2011 between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY), and Simpler Systems, Inc., a California corporation (Simpler Systems), having its principal place of business at 627 Island View Drive, Santa Barbara, California 93109 (hereafter CONTRACTOR).

WHEREAS, CONTRACTOR has been providing consulting and assistance to COUNTY, including, assisting the Auditor in implementation of the Parks reservation system for COUNTY; and

WHEREAS, COUNTY finds it necessary to extend CONTRACTOR's contractual services for COUNTY, including, but not limited to, working with COUNTY to complete implementation of the Parks reservation system, and to provide system testing, documentation and training; and

WHEREAS, the Agreement expired on September 30, 2012, and the parties wish to extend the term of the Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the COUNTY and CONTRACTOR hereby amend the Agreement as follows:

Section 4, Term, is replaced by the following: CONTRACTOR shall commence performance on October 18, 2011 and end performance upon completion, but no later than December 31, 2013, unless otherwise directed by COUNTY or unless earlier terminated. The listed hourly rates in the Agreement shall remain the same throughout the revised term of the Agreement.

All other terms remain in full force and effect.

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Amendment No. 1 to Agreement for Services of Independent Contractor between the County of Santa Barbara and Simpler Systems, Inc.

IN WITNESS WHEREOF, the parties have executed this Amendment No.1 to be effective on the date executed by COUNTY.

COUNTY OF SANTA BARBARA

By: _____
Chair, Board of Supervisors

Date: _____

ATTEST:
CHANDRA L. WALLAR
CLERK OF THE BOARD

By: _____
Deputy

CONTRACTOR

By: _____
(Authorized Signature)

Tax ID Number: _____

APPROVED AS TO FORM:
DENNIS A. MARSHALL
COUNTY COUNSEL

By: _____
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:
ROBERT W. GEIS, CPA
AUDITOR-CONTROLLER

By: _____
Deputy

APPROVED AS TO FORM:
RAY AROMATORIO,
RISK PROGRAM ADMINISTRATOR

By: _____
Risk Manager

Contract Summary Form: Contract summary number: BC-12-085 Complete data below, print, obtain signature of authorized departmental representative, and submit this form (and attachments) to the Clerk of the Board (>\$100,000). If less than <\$100,000) submit a Purchasing Requisition to the Purchasing Division of General Services. See "online purchasing manual" under General Services, Purchasing, Policies and Procedures. Form 1101 applicable to revenue contracts.

D1. Fiscal Year : FY2011-12 to 2013-14
D2. Budget Unit Number (plus -Ship/-Bill codes in paren's) ... : 061
D3. Requisition Number. :
D4. Department Name..... : Auditor-Controller
D5. Contact Person : Elaina Thanasko
D6. Phone : 568-2454

K1. Contract Type (check one): [1 Personal Service [1 Capital Project/Construction

K2. Brief Summary of Contract Description/Purpose : Professional Services to install a new Reservation & Cashiering System for Parks Department

K3. Original Contract Amount... : \$ 123,000.00

K4. Contract Begin Date : October 18, 2011

K5. Original Contract End Date : September 30, 2012

K6. Amendment History (leave blank if no prior amendments):

Seq#	EffectiveDate	ThisAmnt	AmtCum	AmntToDate	NetTotalAmt	NewEndDate	Purpose (2-411ords)
Amend No. 1	04/02/13	0		\$41,603	\$123,000	12/31/2013	Extends Term

K7. Department Project Number : 061

B1. Is this a Board Contract? (yes/No). : Yes

B2. Number of Workers Displaced (if any) : n/a

B3. Number of Competitive Bids (If any)~ : n/a

B4. Lowest Bid Amount (bid) : \$n/a

B5. If Board waived bids, show Agenda Date :

B6. ... and Agenda Item Number : #

B7. Boilerplate Contract Text Unaffected? yes / or cite ~-): No notable changes

FI. Encumbrance Transaction Code :

F2. Current Year Encumbrance Amount : \$

F3. Fund Number : 0001

F4. Department Number : 061

F5. Division Number (if applicable) :1010

F6. Account Number :7460

F7. Cost Center number (if applicable) :

F8. Payment Terms : Net 30

V1. Vendor Numbers (A = auditor; P = purchasing) : 533594

V2. Payee/Contractor Name : Simpler Systems, Inc.

V3. Mailing Address : 627 Island View Dr.

V4. City State (two-letter) Zip (include +4 if known) : Santa Barbara, CA 93109

V5. Telephone Number : 805-962-6698

V6. Contractor's Federal Tax ID Number (EIN or SSN) : 77-0491902

V7. Contact Person : Brian Fahnestock

V8. Workers Comp Insurance Expiration Date : 3/23/14

V9. Liability Insurance Expiration Date[s] (G=enl; P=roj!) .. :

V10. Professional License Number :

VII. Verified by (name of County staff) : Elaina Thanasko

V12. Company Type (Check one): [1 Individual [1 Sole Proprietorship [1 Partnership [X1 Corporation

I certify: information complete and accurate; designated funds available; required concurrences evidenced on signature page.

Date: Authorized

Signature.....