



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: Human Resources
Department No.: 064
For Agenda Of: September 11, 2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Lori Gentles, Human Resources Director, 568-2816
Director(s)
Contact Info: Don Nguyen, Business Manager, 568-2823

SUBJECT: Local Vendors- Oracle Support and Maintenance FY 18-19

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:

- A. Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor to provide Oracle Support and Maintenance for the period of July 1, 2018 through June 30, 2019 in an amount not to exceed \$40,000 for the duration of the contract with Visus LLC
- B. Determines pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

Summary Text:

The County utilizes a Human Resources Information System (HRIS) that was implemented in 2010. The HRIS is based on an Oracle database. In order to support the database with critical patches, software updates, installations and other maintenance the County has utilized services from Visus LLC since 2010 through purchasing contracts. Visus LLC is utilized by a variety of other County departments and in Fiscal Year 2018-19 Visus' total contracts exceeded \$100,000. Therefore, a Board Contract is required to allow Visus to continue to provide services to support the HRIS. While the

contract provides a not to exceed amount of \$40,000 for the duration of the contract, it does not commit the County to any minimum level of spending.

Background: Human Resources has contracted with Visus LLC to provide Oracle Support and Maintenance services since the HRIS system implementation in 2010. The County does not have anyone in house with Oracle expertise and the amount of time spent conducting maintenance is just a small fraction of an FTE, which makes contracting this service out the most efficient and effective way to ensure that the HRIS system is kept up to date and functional. Visus has provided excellent service over the years and ensured the stability of the HRIS system, which has become a key source of data for workforce analytics.

Performance Measure:

NA

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

This is an on-going service utilized by Human Resources that is budgeted for FY18-19.

Key Contract Risks:

The key contract risk would be lack of performance. If regular maintenance tasks are not completed successfully it could result in system performance or security issues. The agreement allows the County to terminate the agreement for poor performance. However, the County has used this vendor successfully for several years with no significant issues.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions: Please return one copy of each executed agreement to Human Resources attention Tracy Rogers.

Attachments:

Attachment A: Agreement for Services of Independent Contractor – Visus LLC.

Authored by: Don Nguyen

cc: