



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

Submitted on:
(COB Stamp)

Department Name: County Executive Office
Department No.: 012
For Agenda Of: August 15, 2006
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director: Michael F. Brown, County Executive Officer
Contact Info: Ken A. Masuda, Assistant CEO

SUBJECT: Replacement of the County's Recurring Performance Measures and Project Reporting Systems

County Counsel Concurrence:

As to form/legality: Yes No N/A

Auditor-Controller Concurrence:

As to form: Yes No N/A

Recommended Action(s):

- A. Approve and Authorize the Chair to execute a contract with Pilot Software (not a local vendor) in the amount of \$249,996 to replace the County's Recurring Performance Measures (RPM) System and
- B. Authorize the County Executive Officer to approve amendments to the proposed contract amount, provided that any such amendments do not exceed 10% of the contract amount.

Summary:

The County's Recurring Performance Measures (RPM) System was developed for the FY 1997-98 budget and has undergone little change since that time. This contract addresses the County's need for an updated performance measures system that is both a reporting tool and a system that enhances the ability of managers and executives to use a structured and systematic approach to the management and evaluation of their programs. The recommended vendor is one of several firms that, in recent years, have developed software systems that provide managers with data reporting capabilities not only for recurring program performance measures but also for project reporting and strategic planning. The contract will pay for software license fees and vendor assistance during a phased implementation of the new software.

It is anticipated that, next year, the proposed system will also replace the County's Project Reporting System (PRS). The projected second year costs in the fiscal analysis section of this letter are for this purpose. Thus, when the new county system, called AMPP for Advanced Management of Performance and Projects, is completely implemented, it will replace both the RPM and PRS Systems.

Background:

During FY 2005-06 the CEO's Office, with department participation undertook a comprehensive review of the existing RPM System. Among the deficiencies were 1) need for better management of data input, 2) ability to identify measures by program and responsible party, 3) ability to extract data directly from existing systems, and 4) ability to create graphs directly through the system. Through contacts with other local governments participating in the ICMA (International City/County Management Association) Performance Measures project the primary vendors offering performance measures software implemented in local governments were identified. After an extensive review, Pilot Software was selected to meet our performance measures system needs and to

provide the capacity to assist managers and executives to manage their departments in a more comprehensive way.

This project is an integral piece of the technology and customer service initiatives set forth in the Blue Ribbon Task Force recommendations. The new AMPP System will provide greater access to data at all management levels to enhance decision-making processes countywide. It will, by encouraging use and refinement of existing performance measures, assist in our measurement of customer service and efficiency and promote accountability. Finally, its project tracking and reporting features will improve executive accountability in the areas of project design, cost control, and completion.

Fiscal and Facilities Impacts:

Funds for this contract are included in the approved FY 2006-07 budget. Existing staff in the CEO's Office will be used to manage the project's implementation, and a commitment from department staff will also be necessary.

Vendor staff will temporarily work in County space. However, there are no on-going facilities impacts.

Budgeted: Yes No

Fiscal Analysis:

Year	Vendor Licensing and Training	Vendor Customer Support and Maintenance	Vendor Annual Costs	County Equipment Purchases
First Year	\$234,900	\$15,096	\$249,996	\$17,000
Second Year	\$37,200	\$20,400	\$57,600	0
Subsequent Years	0	\$20,400	\$20,400	0

Costs, except equipment purchases, reflect first year and subsequent year contract costs. In addition, the CEO's Office will enter into a Service Agreement with General Services/ Information Technology Services for technical assistance. This agreement has an estimated cost of between \$12,000 and \$15,000.

Staffing Impact(s):

Legal Positions:

FTEs:

No additional staff will be hired.

Special Instructions:

Return two original copies of the contract to the CEO's Office.

Attachments: Contract

Authored by: Ken A. Masuda

cc:

8/1/2006