



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: Probation
Department No.: 022
For Agenda Of: January 19, 2016
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Guadalupe Rabago, Chief Probation Officer
Director(s) (805) 882-3656
Contact Info: Damon Fletcher, Administrative Deputy Director
 (805) 882-3654

SUBJECT: **Approval of Agreement for Services with AutoMon LLC to Provide Software Maintenance Services**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- A. Approve and execute the attached contract with AutoMon, LLC to provide software maintenance services for the period June 1, 2014 through May 31, 2018, with a not to exceed amount of \$427,735.37 (Attachment A).

- B. Determine that the approval of the Agreements are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Section 15061(b)(3), finding that this activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that this activity may have a significant effect on the environment, the activity is not subject to CEQA, and direct staff to file a Notice of Exemption (Attachment B).

Summary Text:

The Probation Department (Probation) has used AutoMon’s Caseload Explorer case management system, known as Information Management for Probation Automated Client Tracking (IMPACT) since 2003. Probation began paying an annual software maintenance fee the year following acceptance of the software. The attached contract continues the delivery of software maintenance by AutoMon through May of 2018.

Background:

Probation took delivery of the first module of IMPACT in 2003. Following the successful development and implementation of the adult services module, AutoMon delivered the juvenile and institutions modules in 2008. Probation has contracted with AutoMon for software maintenance services since 2004. In prior years Probation has issued one (1) year purchasing contracts for these services.

Probation has periodically contracted with AutoMon to develop enhancements to the system which are not covered under normal system maintenance. Pursuant to the original contract with AutoMon, 15% of development cost of enhancements is added to the annual software maintenance cost in the year following completion of the enhancement. As a result of requested systems enhancements, the annual maintenance cost grew to \$103,779 for FY 2014-15. The attached contract will continue software maintenance services through May 2018 and includes a 2% annual cost adjustment during the term of the contract which increases the current year cost to \$105,854.34.

Fiscal and Facilities Impacts:

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	\$ 105,854.34	\$ 105,854.34	
State			
Federal			
Fees			
Other:			
Total	\$ 105,854.34	\$ 105,854.34	\$ -

Narrative: Funds for this contract are included in the Probation Department’s FY2015-16 adopted budget and will be accounted for in the FY2016-17 and FY 2017-18 budgets. Executing the contract will not increase the general fund contribution to the Probation Department.

Key Contract Risks:

The risk analysis has been completed and no key contract risks have been identified.

Staffing Impacts:

<u>Legal Positions:</u>	<u>FTEs:</u>
0	0

Special Instructions:

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Please send two (2) fully executed originals of the contract and one (1) minute order to:
Michael Cameron, Probation Department, 117 East Carrillo Street, Santa Barbara, CA 93101

Attachments:

Attachment A: AutoMon Contract

Attachment B: CEQA Notice of Exemption

Authored by:

Damon Fletcher, Administrative Deputy Director

CC: