



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:** General Services  
**Department No.:** 063  
**For Agenda Of:** November 1, 2022  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5ths

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**TO:** Board of Supervisors  
**FROM:** General Services      Janette D. Pell, Director (805) 560-1011

Contact Info:      Andre Monostori, Assistant Director (805) 568-2606

**SUBJECT:**      **Agreement with Carahsoft Technology Corp. for Software Services; All Districts**

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**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, ratify, and authorize the Chair to execute the Agreement for Services of Independent Contractor with Carahsoft Technology Corp. (not a local vendor), totaling 280 Box user licenses including migration and training for a total contract amount not to exceed \$486,556.87, for a term of September 30, 2022, through September 29, 2025 (Contract); and
- b) Approve the attached budget revision request 0008267 (4/5 Vote Required); and
- c) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA guidelines because they consist of administrative activities of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

The County of Santa Barbara has worked to improve business productivity by modernizing office information technology through the implementation of the Box platform. Box is a cloud-based platform that enables County personnel to share, edit and present files, backed by the control and security IT requires. This solution can scale from a single person to multiple departments coordinating without requiring custom code. While the Box platform has previously been provided on a County-wide basis, criminal justice requirements necessitate that the District Attorney and Public Defender hold their respective data separately for increased security and control.

**Background:**

The Box platform is a strategic investment in the County's information technology services. This Contract (Attachment 1) directly aligns with the Renew initiative in line with the migration of on-premise services to the cloud while concurrently achieving software standardization. Similarly, the Contract is also strongly aligned with the Countywide Technology Strategic Plan in that it is an investment in modernizing technology and improving accessibility.

The amount of digital evidence arising from criminal investigations has increased by multiple terabytes per year in the past few years, including data in the form of closed caption videos, cell phone data, and other digital device hard drives. The upcoming rollout of body-worn cameras will only increase the amount of digital evidence that will need to be stored and reviewed. The amount of data that departments expect to store will be over 10 terabytes per department in the next few years.

This Contract will provide a secure storage solution while the criminal justice departments work towards a long-term digital evidence storage solution. Currently, such data is stored in many formats including physical disks and on local servers. The Box platform will reduce risk to the County through increased security and easier access for criminal justice departments. The Sheriff's office will be able to provide evidence to the system in an efficient manner, and such data can be shared across departments with a digital workflow instead of requiring physical delivery of disks.

**Key Contract Risks**

The Contract is negotiated based on predicted usage of the Box licenses and services by both the District Attorney and Public Defender. The criminal justice departments are working towards implementing a larger digital evidence solution and, when implemented, such departments' use of Box may decrease. The Contract has been negotiated for a term of three years, subject to non-appropriation of funds, and at the conclusion of such term the Contract may be renegotiated to reduce usage and cost as needed.

**Fiscal and Facilities Impacts:**

Budgeted: Yes. The attached budget revision will provide the funding for this current fiscal year, FY 2022-23.

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Description</b>	<b>FY 2022-23</b>
General Fund	Licenses and Support Services	\$122,109.48
General Fund/Grant	Implementation Services (1-time)	\$120,228.43
<b>Total</b>		<b>\$242,337.91</b>
<b>Funding Sources</b>	<b>Description</b>	<b>FY 2023-24</b>
District Attorney	Licenses and Support Services	\$63,610.52
Public Defender	Licenses and Support Services	\$58,498.96
<b>Total</b>		<b>\$122,109.48</b>
<b>Funding Sources</b>	<b>Description</b>	<b>FY 2024-25</b>
District Attorney	Licenses and Support Services	\$63,610.52
Public Defender	Licenses and Support Services	\$58,498.96
<b>Total</b>		<b>\$122,109.48</b>
<b>Total Contract</b>		<b>\$486,556.87</b>

**Narrative:**

The attached budget revision request includes funding for the purchase of CJIS-compliant Box licenses for the initial year and one-time implementation costs, funded by a one-time Data Discovery Set-Aside in General County Programs (\$186,338), and one-time grant funding from the Public Defender’s Office (a portion of the Indigent Defense Grant Program) (\$56,000).

In future years during the term of the Contract, Contract costs will be built into the recommended budgets of the using departments.

**Special Instructions:**

1. Clerk of the Board please return two (2) copies of the fully executed First Amendment to the Agreement and one (1) copy of the minute order of the actions and to the General Services Department, attention: Mark Garcia, Project Portfolio Manager.

**Attachments:**

1. Agreement for Services of Independent Contractor (Carahsoft Technology Corp.)
2. Budget Revision Request # 0008267

**Authored by:**

Mark Garcia, Project Portfolio Manager, General Services, ICT

**cc:**

Deepak Budwani, Chief Financial and Administrative Officer, Public Defender  
Michael Soderman, Chief Financial and Administrative Officer, District Attorney  
Sarah Gill, Management Fellow, County Executive Office