



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: June 21, 2016
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Matt Pontes, Director General Services 560-1011
Director(s)
Contact Info: Anne Fearon 568-2629
Katie Roth, CPA 568-2141

SUBJECT: Agreement with Simpler Systems, Inc. for Information Technology 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:

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor with Simpler Systems, Inc. (Simpler Systems) in the amount not to exceed of \$250,000 annually, not to exceed a total contract price of \$750,000 for a period of three fiscal years beginning July 1, 2016 and ending June 30, 2019.
- b) Determine that the actions above are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), because they consist of organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

In previous fiscal years, the County entered into a number of contracts with Simpler Systems, Inc. for consulting and information technology services for different departments. General Services and the Auditor-Controller's office collaborated with County departments to develop a single agreement that can be executed with Simpler Systems for information technology consulting and does not include licenses or new system projects. (Attachment A). Authorizing this countywide agreement with Simpler Systems will result in a single agreement that has consistent terms and conditions.

Background:

Simpler Systems has been delivering technical support, implementing system solutions, and providing consulting services for the County of Santa Barbara since 1998. Simpler Systems has provided services for the Auditor-Controller, General Services, Clerk-Recorder-Assessor, Parks, Public Health, and Treasurer-Tax Collector.

Simpler Systems staff provides consulting services, report writing, and direct data solutions for information technology systems and problems. At the request of the County, Simpler Systems will provide synchronization of data, analysis of data, creation of new or modification of existing templates, testing and validation, timely response to questions, feedback, and training for all levels that may include videos and technical documentation.

Simpler Systems consulting services will be utilized by the Auditor and Treasurer in Fiscal Year 2016-17 to further assist the implementation of the property tax system along with consulting on other systems. Clerk-Recorder Assessor will utilize the contract for continued maintenance of reporting related to their ePayment system.

The single contract is intended to streamline the procurement process for Simpler Systems services and reduce the redundancy of effort in entering into several contracts with the same vendor. Departments have appropriations in their budget. Approval of the Countywide contract does not prevent the County from contracting separately with Simpler Systems for a large system project at the recommendation of a particular department.

Performance Measure:

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative:

Contract allows County departments to use the services as provided in the Agreement up to the annual not to exceed amount of \$250,000. Departments have included amounts for these services in the proposed FY 2016-17 budgets. Departments must have available appropriations to utilize this contract and may need to return the Board for budget revisions, if they exceed their existing budgeted amounts.

Key Contract Risks:

The risk assessment has been completed. The County has not had any performance issues with Simpler System contracts since it began contracting with the company back in the 1990s. Contract monitoring will occur centrally within the Purchasing and Auditor's office as well as within each department that utilizes the services. Simpler Systems has developed proprietary tools and the toolset is available only from this vendor.

Special Instructions:

Please send a signed copy of the Agreement and a Minute Order to:
Anne Fearon, General Services
Andrea Johnson, Auditor-Controller Department

Attachments:

Attachment A: Agreement for Services of an Independent Contractor

Authored by:

Katie Roth, Deputy Auditor Controller 568-2141

cc: