



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: District Attorney
Department No.: 021
For Agenda Of: August 24, 2021
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Director Joyce E. Dudley, District Attorney, x82308
Contact Info: Michael Soderman, Chief Financial & Administrative Officer, x82303

SUBJECT: Agreement with Journal Technologies, Inc. for a Case Management System
(eProsecutor)

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 an Agreement with Journal Technologies, Inc. to provide case management software, implementation services and systems maintenance to the Office of the District Attorney in an amount not to exceed:
 - i. Implementation costs of \$245,000; and
 - ii. Annualized maintenance fees which shall be \$117,000 for the initial year and adjusted each year thereafter pursuant to the Consumer Price Index (CPI) not to exceed 4% annually; and
- b) Determine that the above recommended actions are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), because they consist of government funding mechanisms or other government fiscal activities, which do 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:

Approval of this Agreement will allow Journal Technologies, Inc. (JTI) to implement the eProsecutor Case Management System (CMS) for the District Attorney's Office. The web-based eProsecutor solution

will replace the District Attorney’s existing CMS. The Agreement provides the services needed to configure, install, train, develop certain interfaces between eProsecutor and other criminal justice agencies in Santa Barbara County, and provide ongoing maintenance. eProsecutor will also provide mobility and reduced paper production which will benefit the District Attorney’s Office and our criminal justice partners.

Background:

In 2017, a Request for Proposal was issued requesting proposals for a prosecutorial CMS. Six proposals were received. An evaluation committee was convened consisting of District Attorney staff with assistance from the County’s Purchasing Division. A highly-detailed review of each proposal was conducted. JTI’s response was selected as the proposal that best satisfied the District Attorney’s case management automation needs.

The eProsecutor case management application will provide prosecutors with the ability to file, track, and review the complete range of criminal cases for which the District Attorney’s Office is responsible. eProsecutor also provides the ability to build interfaces with other justice agencies to handle subpoenas and case filings. The interfaces provide the opportunity to reduce workload by eliminating certain data entry tasks and by establishing a common conduit for electronic case filings from multiple justice agencies. The included interface with the Superior Court system will extend the electronic filing path from the arresting agency through the District Attorney and on to the Court, and provide the District Attorney with Court hearing data.

eProsecutor also provides options for mobility which will allow prosecutors to access case information from the Court and other outside locations. For example, District Attorney Investigators will be able to access case information from the field.

Fiscal and Facilities Impacts:

Budgeted: Yes. Funding has been approved and set aside, and will be included in future Recommended budgets or brought as a budget revision depending upon the timing of implementation completion.

Fiscal Analysis:

<u>Funding Source</u>	<u>Fiscal Year</u>	<u>One-Time Cost</u>	<u>Ongoing Cost</u>
General Fund	2022-23*	\$ 245,000.00	\$ 117,000.00
Total		\$ 245,000.00	\$ 117,000.00

*Timing of initial payment and maintenance costs is dependent upon “Go Live” and may occur in future fiscal years.

The Agreement includes implementation costs in the amount of \$245,000, which includes interfaces with the Superior Court and two law enforcement agencies. Project implementation costs will be funded by a General Fund appropriation that was set aside and approved in Fiscal Year 2017-18 in anticipation of the need to upgrade or replace the District Attorney’s current CMS. In accordance with JTI’s payment structure, payment will be made following “Go Live,” which is estimated to take up to 24 months from implementation. Payment is expected to occur in either Fiscal Year 2022-23 or Fiscal Year 2023-24, and will be included in the respective fiscal year’s Recommended budget or be brought as a budget revision depending upon the timing of implementation completion.

The Agreement also includes an additional annualized maintenance fee in the amount of \$117,000 per year. This annual fee will include maintenance updates, upgrades, and routine support. This fee will be adjusted for any Consumer Price Index (CPI) increases not to exceed 4% annually. The actual maintenance cost each year will be trued up based on actual users and CPI increase at the annual anniversary date. System maintenance costs will be budgeted in future years and subject to approval by your Board. The annual maintenance fee is included in the District Attorney's five-year spending plan. However, the ongoing costs for the new CMS will exceed current annual budgeted expenses. It is estimated that additional General Fund appropriations in the amount of \$63,000 per year will be needed to fund the ongoing annual maintenance. We will seek to identify this additional amount within existing budgeted resources.

In addition to the project implementation and annual maintenance costs outlined above, the following unbudgeted costs are anticipated and necessary components of this project: data conversion, project management, and subject matter expert backfill. As these costs become identified, we will look for additional resources and attempt to absorb as much of these additional costs as possible, and will work with the CEO's Office to identify additional funding if needed to successfully complete this project.

Key Contract Risks:

There is minimal risk to the County. Vendor is well-established with large contracts in multiple jurisdictions throughout California, including an existing contract in Santa Barbara County for a case management application.

Staffing Impacts:

There are no staffing impacts.

Special Instructions:

Please return the following items to John DeAlba, DA Department Business Specialist:

- a) One (1) Minute Order
- b) One (1) Fully Executed Agreement

Attachments:

- a) Agreement with Journal Technologies, Inc.

Authored by:

John DeAlba, DA Department Business Specialist (x82434)