



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: Sheriff  
Department No.: 032  
For Agenda Of: September 8, 2015  
Placement: Administrative  
Estimated Tme: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5ths

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**TO:** Board of Supervisors

**FROM:** Department Head Sheriff Bill Brown  
Contact Info Commander Erik Raney. Ext. 5732

**SUBJECT:** Approve contract with Teleosoft, Inc. for Civil Records Management Software in the Civil Division of the Sheriff's Office

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Risk Management:**

As to form: Yes

**Recommended Actions:**

- a) Approve and authorize the Chair to execute a contract with Teleosoft, Inc. for the installation and maintenance of a Civil Records Management Software System for the Civil Division of the Sheriff's office in the amount of \$228,771.
- b) Approve Budget Request Revision (BJE #0004164) to release \$255,800 in fund balance to fund the purchase of the software and the first year of maintenance.
- c) Find that the proposed action does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to 14 CCR 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

**Summary Text:**

On May 5, 2015, your Board approved a Waiver of Competition for the Purchase of Civil Records Management Software from Teleosoft, Inc. (not a local vendor), for the Sheriff's Office (#15-00365). Since then, the Civil Bureau of the Sheriff's Office has completed a contract with the vendor for the purchase and installation of a civil records management system. This board action will approve the contract for the services requested and the budget revision necessary to pay for the contract.

**Background**

Since 1999, the Sheriff's Civil Division is currently utilizing Sirron as their software automation system. The Sirron Corporation is owned and operated by one individual and is no longer operating locally within the state of California. As a result, there has been minimal customer support or product improvement and the contractor has shown to be out of touch with the current needs of California agencies. The California Judicial Council forms generated by Sirron are frequently

outdated and require the Civil Division staff to modify the information manually. Since the installation of Sirron software, the workload in the Civil Division has significantly increased while staffing levels have been dramatically reduced. Sirron is no longer able or willing to accommodate the evolving needs of the Santa Barbara Sheriff's Civil Division.

Currently there are no civil software vendors located within the state of California. Teleosoft, Inc is a Pennsylvania based company who is relatively new to the California civil software market. However, San Luis Obispo County, Monterey County, Stanislaus County and Contra Costa County have also signed contracts with Teleosoft, Inc. in 2015.

**Fiscal and Facilities Impacts:**

Pursuant to Government Code 26731, eighteen dollars of each Civil fee collected shall be maintained in a special fund for the exclusive use of the Sheriff's Civil Division. This Civil fund will be utilized for the purchase of this system and annual maintenance costs. The purchase and maintenance of this system will have no impact on the General Fund.

**Fiscal Analysis:**

Installation and data migration fee of \$228,771. There is an annual maintenance fee of \$26,954 which is in addition to the installation and data migration. Civil fees will be utilized for payment pursuant to Government Code 26731. Budget Journal Entry (BJE) #0004164 releases a total of \$255,800 from the Civil Process fund balance to fund the purchase of the software and the first year of maintenance.

**Key Contract Risks:**

Teleosoft, Inc. is a privately held company based in York, Pennsylvania. A review of financial data provided by the firm indicates profitability over the last five years with significant growth in revenues since 2013. Teleosoft, Inc. markets a software suite for Civil Records management that has been purchased by several California counties. It appears that Teleosoft, Inc. is a viable organization with a product that works within the California civil process environment.

**Staffing Impacts:**

N/A

**Special Instructions:**

Clerk of the Board: Please send a copy of the fully executed contract and a Minute Order to: Douglas Martin, CFO, Sheriff's Office.

**Attachments:**

A Civil Records Management System Contract with Teleosoft, Inc.

Budget Journal Entry #0004164

**Authored by:**

Douglas Martin, CFO, Sheriff's Office ext. 4293