



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:** May 5, 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:** Bill Brown Sheriff-Coroner  
Cmdr. Julie 681-5732  
McCammon

**SUBJECT:** Waiver of Competition for the Purchase of Civil Records Management Software for 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

**Other Concurrence: Purchasing**

As to form: Yes

**Recommended Actions:**

- A. That the Board of Supervisors authorize the Purchasing Agent to purchase a Civil Records Management Software System for the Civil Division of the Sheriff's Office in the amount of \$228,771 from Teleosoft, Inc. as sole source procurement without being required to conduct a formal bid process.
- B. Approve Budget Journal Entry #0003885 to release \$255,800 in fund balance to fund the purchase of the software and the first year of maintenance.

**Summary Text:**

The Sheriff's Civil Division serves civil process in accordance with Government Code 26608. The Civil Division works in conjunction with the California State Courts and is required to process, serve and execute all civil documents in a timely and efficient manner as set forth in the California Civil Code of Procedure. Civil process includes small claims documents, summons and complaints, restraining orders, bank levies, wage garnishments, levies upon real and personal property and evictions. The Civil Division must maintain accurate records to preserve the integrity of the judicial process.

Civil automation software is utilized by the Sheriff's Civil Division to enter and track all civil process. It generates notifications of levy and wage garnishment forms as prescribed by law. The civil software system also maintains all accounting records by applying fees and payments, calculating interest and disbursing monies. It is imperative that

the civil automation software remain in constant compliance with current legislation to avoid potential liability. The current automation tool utilized by the Civil Division is outdated and no longer supported by the vendor.

Teleosoft, Inc. is a Pennsylvania based company who is relatively new to the California civil software market. After a two year RFP, the company was awarded a contract with Sacramento County. The Board of Supervisors approval was signed on July 15, 2014. The contract and the Board approval letter contain verbiage stating that any other public agency in the State of California shall have the option to participate in any award made as a result of their solicitation.

### **Background**

Since 1999, the Sheriff's Civil Division has been 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 been 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 Bureau staff to modify the information manually. Since the installation of Sirron software, the workload in the Civil Bureau personnel 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.

Utilizing the joint contracting opportunity presented by the multi-county contract with Teleosoft, Inc. will provide significant cost saving to the County and a pre-tested work product that has already been shown to be satisfactory for County Sheriff civil procedure operations. These advantages justify the sole-source procurement. Additionally, the prior full contract RFQ by another County insures the contract is in the public interest and fairly priced.

San Luis Obispo County and Contra Costa County have also signed contracts with Teleosoft, Inc. in 2015.

### **Fiscal and Facilities Impacts:**

Civil fees will be utilized for payment pursuant to Government Code 26731. The purchase of this system and any maintenance costs will have no impact to 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) #0003885 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 in the California civil process environment.

### **Staffing Impacts:**

None

### **Special Instructions:**

Clerk of the Board: Please send a copy of the Minute Order to: Commander Julie McCammon, Sheriff's Department.

**Attachments:**

- County of Sacramento Board of Supervisors letter. On page 5, last paragraph has verbiage that will allow the County of Santa Barbara to participate in the results of their Request for Proposal (RFP)
- Proposal from Teleosoft, Inc.
- BJE #0003885

**Authored by:**

**Cmdr. Julie McCammon**