



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: 04/03/2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: General Services Janette Pell, Director, 560-1011
Contact Info: Joseph Toney, Assistant Director, 568-2678

SUBJECT: **First Amendment to Agreement with Simpler Systems, Inc. for Information Technology Services**

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 the First Amendment to the Agreement for Services of Independent Contractor with Simpler Systems, Inc. (a local vendor) for Information Technology Services, in the amount not to exceed \$250,000 annually, and not to exceed a total contract price of \$750,000 for a period of July 1, 2016 through June 30, 2019; and
- b) Determine that the approval and execution of the Amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that the execution of the Amendment is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activities are not subject to CEQA.

Summary Text:

In previous fiscal years, the County entered into a number of contracts with Simpler Systems, Inc. (Simpler) for consulting and information technology services for different departments. General Services and the Auditor-Controller collaborated with County departments and developed a single agreement to be utilized for information technology consulting services which do not include licenses or

new system projects. This Agreement was presented to and approved by your Board on June 21, 2016. The County is requesting approval to amend the Agreement to update the County's Designated Representative, update provisions required for Departments with Federal funding, and expand the Statement of Work. The contract period and not to exceed amount remain the same under this amendment. This action has no fiscal impact.

Background:

Simpler has been providing technical support, implementing system solutions, and providing consulting services for the County since 1998. Simpler has provided services to several County departments.

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

The single contract is intended to streamline the procurement process for services from Simpler and reduce the redundancy of effort in entering into several contracts with the same vendor. The Department of Social Services (DSS) in collaboration with General Services now amends the Agreement to update the County's Designated Representative, update provisions required for Departments with Federal funding, and to include the revised Statement of Work.

The contract period and not to exceed amount remain the same. Departments must have appropriations in their budgets. It remains that the countywide contract will not prevent County Departments from contracting separately with Simpler for large system projects.

Performance Measure:

The contract provides that Simpler shall perform all services in the manner and according to the standards observed by a competent practitioner of the same profession in which Simpler is engaged. All products of whatsoever nature, which Simpler delivers to the County pursuant to the Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in Simpler's profession. Simpler shall correct or revise any errors or omissions, at the County's request without additional compensation. The quality of service performed shall be evaluated and payment shall be made if the quality is found to be satisfactory.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative:

This amendment does not have any fiscal impact as it addresses contractual terms and does not change the not to exceed amount of the contract. The contract is for an annual not to exceed amount of \$250,000. Funding is dependent on individual Departmental budgets and usage.

Key Contract Risks:

The risk assessment worksheet has been completed. Simpler has an ongoing relationship with the County, and DSS is confident of Simpler's abilities to provide the needed services.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please scan, email and send one (1) duplicate original Agreement, and a copy of the minute order to:
Department of Social Services
DSS Contracts Unit
C/O Emma Duncan
2125 S. Centerpointe Parkway, 3rd Floor
Santa Maria, CA 93455

Attachments:

1. First Amendment to the Agreement with Simpler Systems, Inc. for Information Technology Services
2. Board Contract Summary Sheet
3. Agreement for Services of Independent Contractor

Authored by:

Terrie Concellos, Social Services Deputy Director
Emma Duncan, Social Services Contracts Coordinator

cc: