



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: Probation
Department No.: 022
For Agenda Of: August 28, 2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Tanja Heitman, Chief Probation Officer, (805) 882-3652
Director(s)
Contact Info: Damon Fletcher, Administrative Deputy Director (805) 882-3654

SUBJECT: Contract to Provide Software Maintenance and Case Management System
Modules to Probation

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- A. Approve and execute the attached contract with AutoMon, LLC to provide software maintenance services and case management system modules for the period June 1, 2018 through May 31, 2022, with a not to exceed amount of \$521,924 (Attachment A).
- B. Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

Summary Text:

The Probation Department (Probation) has used AutoMon’s Caseload Explorer case management system, known as Information Management for Probation Automated Client Tracking (IMPACT) since 2003. Probation began paying an annual software maintenance fee the year following acceptance of the software. The attached contract continues the delivery of software maintenance by AutoMon through May of 2022. The contract includes the option for two (2), four (4) year extensions. In addition this contract includes annual licensing for modules that integrate with the probation case management system that were previously contracted for under a separate purchase order and a new Pretrial Services module that will be implemented with this contract. The Probation Department has four (4) AB 109 funded Pretrial Compliance Officers. The new module will provide a case management system to assist with the supervision of these clients.

Background:

Probation took delivery of the first module of IMPACT in 2003. Following the successful development and implementation of the adult services module, AutoMon delivered the juvenile and institutions modules in 2008. Probation has contracted with AutoMon for software maintenance services since 2004. Prior to 2014, Probation had issued one (1) year purchasing contracts for these services. In 2014 Probation entered into a 4 year contract for maintenance services. That contract included options for two (2), one (1) year exentsions with a 5% increase per year following the end of the initial four (4) year term.

Following the execution of the contract in 2014 changes to the contracting process occurred which resulted in the need to incorporate the purchase order for the add-on modules into a Board Contract. In addition the implementation of pretrial services created the need to track and manage clients who are not on Probation and not in the Probation Case Management System. Implemetation of AutoMon’s pretrial services module allows for the required functionality as well as the ability to seamlessly integrate with the existing probation case management system.

Probation negotiated with AutoMon to develop the attached contract which has a term of four (4) years with two (2) optional four (4) year extensions. The contract includes the maintenance services, incorporates the purchase order for the add-on modules that were previously being purchased as well as the remaining five (5) add-on modules at no additional cost, and the new Pretrial Services module. The contract includes a 4% increase per fiscal year.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 128,282.78	\$ 128,282.78	
State			
Federal			
Fees			
Other:			
Total	\$ 128,282.78	\$ 128,282.78	\$ -

Narrative: Funds for this Agreement are included in the Probation Department's FY 2018-19 budget. Executing the Agreement will not increase the general fund contribution to the Probation Department.

Key Contract Risks:

The risk analysis has been completed and no key contract risks have been identified.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send one (1) fully executed original of the contract and one (1) minute order to:
Michael Cameron, Probation Department, 117 East Carrillo Street, Santa Barbara, CA 93101.

Attachments:

Attachment A: AutoMon LLC, Agreement for Services of Independent Contractor (2 originals)

Authored by:

Damon Fletcher, Administrative Deputy Director