

FORM APPROVED  
COUNTY COUNSEL

MAY 24 2007  
BY *[Signature]*

# SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



157

**FROM:** Paul McDonnell, Treasurer-Tax Collector  
Larry W. Ward, Assessor-Clerk-Recorder  
Robert Byrd, Auditor Controller

**SUBMITTAL DATE:**  
June 5, 2007

**SUBJECT:** Approval of a two-year professional service agreement with Sierra Systems, Inc. to provide design consulting services for a new property tax management system.

**RECOMMENDED MOTION:** That the Board of Supervisors approve and:

1. Authorize the Chairman of the Board to sign four (4) copies of the attached agreement between the County of Riverside and Sierra Systems, Inc. for the aggregate amount of \$2,304,832 for the period June 1, 2007 through June 1, 2009;
2. Authorize the Purchasing Agent to sign any ministerial amendments on behalf of the county;
3. Authorize the three property departments (Assessor-Clerk-Recorder, Auditor-Controller and Treasurer-Tax Collector) or their designee to administer the agreement with Sierra Systems, Inc.;

(Background on the following page)

*[Signature]*  
Paul McDonnell  
Treasurer-Tax Collector

*[Signature]*  
Robert Byrd  
Auditor-Controller

*[Signature]*  
Larry W Ward  
Assessor-Clerk-Recorder

PURCHASING & FLEET SERVICES  
Robert Howdyshell, Director

Reviewed by  
GIP TEAM  
C.M. Habs

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 1,500,000	For Fiscal Year:	FY 06/07

<b>SOURCE OF FUNDS:</b> Property Tax Designation - General Fund	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
BY: *[Signature]*  
Rob Rockwell

**County Executive Office Signature**

Dep't Recomm.:  Policy  
Per Exec. Ofc.:  Policy

Prev. Agn. Ref.: 3.48 | District: | Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3.39

**TO:** BOARD OF SUPERVISORS

**DATE:** June 5, 2007

**PAGE:** 2

**SUBJECT:** Approval of a two-year professional service agreement with Sierra Systems, Inc. to provide design consulting services for a new property tax management system.

**BACKGROUND:**

The Assessor-Clerk-Recorder, Treasurer-Tax Collector and Auditor Controller are reengineering the County of Riverside's integrated property tax system. Approval of this agreement with Sierra Systems Inc. will initiate the first stage of the project, producing detailed process models, requirements, and functional specifications for a new tax system. Next, will be the implementation stage, which could span three to five years. When fully implemented, this new system will replace the existing 35-year-old property tax system.

On July 17, 2006 the Board of Supervisors approved Agenda Item Number 3.48 authorizing the issuance of a request for proposals (RFP) for business process and systems consulting services. The three departments along with County Purchasing released the RFP on August 16, 2006. Solicitations were sent to 20 vendors. In addition, the RFP was advertised on the Purchasing website. Five responses were received with pricing ranging from \$995,600 to \$7,516,875.

The evaluation committee, consisting of three members from each property tax department and the property tax project manager, evaluated all proposals against a pre-determined set of criteria. The top two highest scorers were offered an opportunity to participate in a best and final round of negotiations. The evaluation committee recommends Sierra Systems Inc, the lowest cost, fixed price bidder, to perform the scope of work outlined in the RFP #PUARC-831 for business process and systems consulting service.

**FINANCIAL BACKGROUND:**

Budget adjustments will include lowering the property tax designation by \$1.5 million in FY 07/08 and another \$804,832 in FY 08/09. The balance in this general fund designation is currently \$8.8 million. The Executive Office advises that upon approval of this agreement, budget adjustments will be incorporated into the FY 07/08 final budget recommendations, scheduled for Board approval on June 26, 2007. The first vendor payment will be made in February, 2008.