

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

462



FROM: Department of Facilities Management

SUBMITTAL DATE:
January 9, 2009

SUBJECT: EnergyCAP Utility Billing Management System

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify the agreement with Good Steward Software, LLC, for EnergyCAP Utility Billing Management System and maintenance for six years effective January 1, 2009 through December 31, 2015, in an amount not to exceed \$173,825 (inclusive of annual maintenance costs), based on Orange County's competitive bid process;
2. Approve five years of additional annual maintenance and technical support in the amount of \$11,165 per year; and
3. Authorize the Chairman to sign and execute the purchase agreement.

BACKGROUND (Commences on Page 2)

Robert Field, Director
Department of Facilities Management

FINANCIAL DATA	Current F.Y. Total Cost:	\$118,020	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$118,020	Budget Adjustment:	No
	Annual Net County Cost (years 2-6):	\$11,165	For Fiscal Year:	08/09

SOURCE OF FUNDS: Facilities Management-Energy Division Budget	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Jennifer L. Sargent

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dept's Recomm.:
Per Exec. Ofc.:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

District: All

Agenda Number:

3.25

Reviewed by: Christopher Hans
 FORM APPROVED-COUNTY COUNSEL: NEAL R. KIPNIS
 BY: [Signature]
 DATE: 2/11/09
 Department: Concurrence

BACKGROUND:

Since 1999, Facilities Management has used a program called Utility Manager as its utility billing management system. While serviceable on a basic level, Utility Manager lacks the robust functionality and ability to identify energy savings opportunities necessary to support the County's increasingly complex energy management practices.

On November 20, 2007, Orange County issued RFP #PH2Z000011 for a Utility Billing Management System. As a result, 51 requests were made for the Request for Proposal (RFP), 11 bidders attended the pre-proposal conference, and the County received proposals from four firms on December 21, 2007. The RFP evaluation panel recommended the selection of Good Steward Software, LLC for the installation and implementation of the EnergyCAP Software system as Orange County's Utility Billing Management System.

Facilities Management is requesting permission to use Orange County's bid analysis and award process, and purchase EnergyCAP for Riverside County. (Santa Barbara County completed its purchase of EnergyCAP based on Orange County's bid award, and issued a contract on August 29, 2008). County Purchasing concurs with Facilities Management's proposed use of Orange County's bid analysis and award process for this purchase.

EnergyCAP will provide:

1. Utility Bill Audits--performs over 45 audit processes
2. Rate Schedule Analysis--ensures that the County is getting the best utility rate from utility companies
3. Administrative Process Improvement--automates manual processes and reduces duplication of administrative tasks
4. Greenhouse Gas Emission Tracking--creates County emission baseline and tracks reductions, per AB 32 requirements
5. Load Factor Analysis--identifies buildings using too much energy (based on building type and operation)
6. Reporting--provides detailed and flexible reporting on energy performance in all leased and owned facilities

Given the powerful features and capabilities of EnergyCAP, especially in the areas of load factor analysis and administrative process improvement, Facilities Management is confident that the investment will be recouped within three years. County Counsel has reviewed and approved the Agreement as to legal form.

FINANCIAL DATA:

Sufficient funds are available in the Energy Division budget to cover all costs associated with the purchase of this software; as a result, no additional Net County Cost will be incurred as a result of this purchase.

Date: February 9, 2009
From: Janet Purchase, Energy Manager
Department/Agency: Facilities Management
To: Board of Supervisors
Via: Purchasing Agent
Subject: *Sole Source Procurement; Request for Software Maintenance and Technical Support—EnergyCAP Software*

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested:

Facilities Management has requested the purchase of EnergyCAP software utilizing the results of Orange County's competitive bid process. If the software is purchased, the County will need maintenance and technical support services for the software on an annual basis.

Supplier being requested:

Good Steward Software, LLC

Alternative suppliers that can or might be able to provide supply/service:

Since EnergyCAP software is patented, proprietary and owned solely by Good Steward, no other suppliers exist.

Extent of market search conducted:

A market search is not feasible because the computer code for the software belongs exclusively to Good Steward and would not be available to any other market provider.

Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:

No alternative supplier can correct bugs in the software, make system improvements or install software upgrades without access to the computer code.

Reasons why my department requires these unique features and what benefit will accrue to the county:

Successful implementation and use of EnergyCAP software requires that County personnel have access to software experts in fixing problems, utilizing system features and requesting modifications to add functionality. County staff does not possess the capability or expertise to handle these needs internally.

Price Reasonableness:


The Orange County RFP process obtained quotes for annual software maintenance and technical support. The bids from the responsive bidders are as follows:

LPB Energy Consultants	\$17,000
Advanced Utility System Corp	\$20,000
Good Steward Software, LLC	\$22,920

While Good Steward was the highest of the three on annual support, it alone provides extensive online software training in all software modules. This greatly reduces the need for training and travel costs outside the County. The range between the vendors is not substantial. This makes Good Steward's prices reasonable, especially when the online training modules are taken into account. The annual cost of \$11,165 is proportionate to the lower number of features of EnergyCAP purchased by Riverside County.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements?

The price quote provided by Good Steward allows for renewal of the maintenance agreement by the County on a year-by-year basis. However, by agreeing to purchase 5 years of annual support up front, Good Steward has agreed to freeze the annual price at \$11,165. This protects the County from price increases normally instituted for organizations renewing on a year-by-year basis.

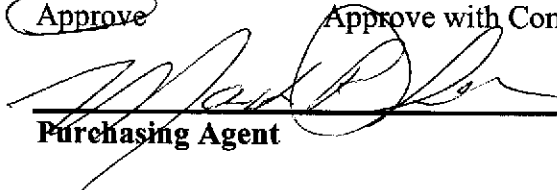


Department Head Signature 2/17/09

Date

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove



Purchasing Agent 2-11-09

Date