

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

934



FROM: Peter Aldana, Assessor-County Clerk-Recorder
Don Kent, Treasurer-Tax Collector
Paul Angulo, Auditor-Controller

SUBMITTAL DATE:
May 27, 2016

SUBJECT: Approve Amendment No. 3 to the Agreements for Information Technology Services with Multiple Contractors for the CREST/Property Tax System for one (1) year. Districts: All. [Total Cost: \$712,720]; CREST Capital Project Fund (100%)

RECOMMENDED MOTION: that the Board of Supervisors:

- 1) Approve and execute the Amendment No. 3 for Information Technology Services with Multiple Contractors for a total annual aggregate amount for \$712,720.00; for the period of July 1, 2016 to June 30, 2017, with the following Service Providers:
 - a. Tek Systems, Inc. \$462,720.00
 - b. Intratek Computer, Inc. \$250,000.00, and
- 2) Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that do not change the substantive terms of the Agreement; and (b) move the allocated funds among the vendors.

BACKGROUND:

Summary:

The County of Riverside continues to advance in its commitment to modernize the County's 40-year old property tax administration mainframe system. The Property Tax System is an integrated system for the Assessor-County Clerk-Recorder, Auditor-Controller, and Treasurer-Tax Collector offices.

(Continued on Page 2)

Peter Aldana
Peter Aldana
Assessor-County Clerk-Recorder

Don Kent
Don Kent
Treasurer-Tax Collector

Frankie Ezzat
Frankie Ezzat for Paul Angulo
Auditor-Controller

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 712,720	\$	\$ 712,720	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

SOURCE OF FUNDS: CREST Capital Project Fund APPROVE	Budget Adjustment:	No
	For Fiscal Year:	16/17

C.E.O. RECOMMENDATION:

County Executive Office Signature BY: *Samuel Wong*
Samuel Wong

MINUTES OF THE BOARD OF SUPERVISORS

FORM APPROVED COUNTY COUNSEL
BY: *Anita C. Willis*
DATE: 6-8-16
ANITA C. WILLIS

RCIT: *Steve Reneker*
Steve Reneker, CIO

Lisa Brandl, Director

PURCHASING & FLEET SERVICES:
A-30 4/5 Vote
Change Order

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

FORM 11: Approve Amendment No. 3 to the Agreements for Information Technology Services with Multiple Contractors for the CREST/Property Tax System for one (1) year. Districts: All. [Total Cost: \$712,720];

CREST Capital Project Fund (100%)

DATE: May 27, 2016

PAGE: 2 of 3

BACKGROUND:

Summary (continued)

The County of Riverside Enterprise Solutions for Property Taxation (CREST) Project unites the County's three property tax departments in this cooperative venture. The goal is to capitalize on the latest information technology advancements and designs, and implement a new Integrated Property Tax Management System (IPTMS) to meet the business needs and operational needs of the Assessor-County Clerk-Recorder, Auditor-Controller, and Treasurer-Tax Collector offices.

The CREST/Property Tax System needs to augment the information technology staffing with contract personnel to support and develop the system projects; and to obtain skills not available internally. CREST is in the final implementation phase of the new Property Tax System with the Go-Live window approaching this year. The CREST project requires a continuation of these consultants until the project is complete.

Impact on Citizens and Businesses

The new Property Tax System will replace the County's current 42 years old legacy mainframe system and will optimize the County's revenue generation efficiency and help protect the County's fiscal stability. The benefits of removing manual processes, minimizing costly errors and eliminating inefficiencies by automating operations will provide savings to the County over future decades. The new system will enable the County to more effectively implement and enforce its legal mandates for property tax administration. More importantly, the new system will allow the departments to service the public more efficient and effectively.

SUPPLEMENTAL:

Additional Fiscal Information

As a result of the master information technology contracts, Purchasing on behalf of the Assessor-County Clerk-Recorder's Office solicited quotations from the various IT consultant positions to work on current projects with the ACR's Office and CREST/Property Tax System. The total contract amount through June 30, 2017 is not to exceed \$712,720 with the following County awarded vendors: Tek Systems, Inc. and Intratek Computer Inc.

Contract History and Price Reasonableness

Purchasing released a Request for Proposal (RFP) and mailed the RFP to 200 vendors, advertised on the internet, and Purchasing received fifty eight (58) responses. Purchasing formed an evaluation committee consisting of Riverside County Information Technology (RCIT), Department of Public Social Services (DPSS)-IT, County Health Administration (CHA), Sheriff IT, Assessor-County Clerk (ACR)-IT, Information Technology Security Office, and OASIS to review and score the proposals. The team evaluated and scored the proposals based on evaluation criteria set forth in the RFP, overall responsiveness and general understanding of the RFP requirements, price reasonableness, contractor experience, staffing base, reference, financial status, and the vendor's ability to meet the County's needs. Based on the overall summation of the proposal submitted, the County entered into best and final negotiations with fifty-two vendors resulting in twenty-two vendors providing rates determined to be fair and reasonable to the County for these services. Since no sole provider offers the most economical rate for every position, each information technology department will compare rate structure and utilize the vendor with the most reasonable rate and available staff as each need arises. The Multiple Contractors (Tek Systems, Inc. and Intratek Computers, Inc.) have maintained their contracted pricing from last year. In compliance with Board Policy H-11 (Acquisition and Management of Information Systems and Services), the Riverside County Technology Standards & Oversight Committee reviewed and recommended the approval of this proposed information technology acquisition on June 1, 2016.

Professional Service Agreement – BOS approved contract from 7/10/13 – 6/30/15

Amendment No. 1 – BOS authorized Purchasing Agent to exercise the renewal option from 7/1/14 to 6/30/15

Amendment No. 2 – BOS approved contract extension from 7/1/15 to 6/30/16

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

FORM 11: Approve Amendment No. 3 to the Agreements for Information Technology Services with Multiple Contractors for the CREST/Property Tax System for one (1) year. Districts: All. [Total Cost: \$712,720]; CREST Capital Project Fund (100%)

DATE: May 27, 2016

PAGE: 3 of 3

Enclosures:

Amendment 3 to Agreement with Tek Systems Inc.

Amendment 3 to Agreement with Intratek Computers, Inc.

COUNTY OF RIVERSIDE
AMENDMENT NO. 3 TO THE AGREEMENT
WITH
TEK SYSTEMS, INC.

Original Contract Term:	July 1, 2013 through June 30, 2014
Contract Term Extended To:	July 1, 2016 through June 30, 2017
Effective Date of Amendment:	June 21, 2016
Original Annual Maximum Contract Amount:	\$462,720.00
Amended Annual Maximum Contract Amount:	\$462,720.00
Contract ID: ITARC-91800-006-08/13	

The Agreement between County of Riverside (COUNTY) and Tek Systems, Inc. (CONTRACTOR), entered into as of July 1, 2015, is amended as follows:

1. On page 2 of the Agreement, amend Section 2 the "Period of Performance":
To amend all reference to the Period of Performance from expiration of June 30, 2014 to a Period of Performance of July 1, 2016 through June 30, 2017, unless terminated as specified in Section 5 TERMINATION. All other terms of the Period of Performance in the Agreement shall apply.
2. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

Tek Systems, Inc.
2424 SE Bristol, Suite 200
Newport Beach, CA 90660

By: _____
John J. Benoit, Chairman
Board of Supervisors
Dated: _____


By: 
Name: Patrick Conway
Title: Account Manager
Dated: 6/9/16

ATTEST:

Kecia Harper-Ihem
Clerk of the Board

By: _____
Deputy

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: 
for Marsha Victor,
Principal Deputy County Counsel,
by Kristine Bell-Valdez,
Deputy County Counsel

RFP# PUARC933
BOS Agenda # 3-4 & Date 5/19/2015 Amendment 2; Purchasing and Fleet Services & 7/2/2014 Original Contract; BOS
Agenda # 3-16 & Date 7/30/2013 Original Contract; Date XX/XX/XXXX, Amendment 1 executed by Purchasing Agent

Form #116-311 Revision Date: 01/13/2016

COUNTY OF RIVERSIDE
Assessor-County Clerk-Recorder
PO Box 751
Riverside, CA 92502
(951) 533-2863

COUNTY OF RIVERSIDE
AMENDMENT NO. 3 TO THE AGREEMENT
WITH
INTRATEK COMPUTERS, INC.

Original Contract Term:	July 1, 2013 through June 30, 2014
Contract Term Extended To:	July 1, 2016 through June 30, 2017
Effective Date of Amendment:	June 21, 2016
Original Annual Maximum Contract Amount:	\$363,091.00
Amended Annual Maximum Contract Amount:	\$250,000.00
Contract ID:	ITARC-91800-006-08/13

The Agreement between County of Riverside (COUNTY) and Intratek Computers, Inc. (CONTRACTOR), entered into as of July 1, 2015, is amended as follows:

1. On page 2 of the Agreement, amend Section 2 the "Period of Performance":
To amend all reference to the Period of Performance from expiration of June 30, 2014 to a Period of Performance of July 1, 2016 through June 30, 2017, unless terminated as specified in Section 5 TERMINATION. All other terms of the Period of Performance in the Agreement shall apply.

2. On page 2 of the Agreement, amend Section 3 "Compensation:"
To add to the end of section 3.1: The COUNTY agrees to pay CONTRACTOR(s) for services performed at an aggregate rate of Two Hundred Fifty Thousand Dollars (\$250,000.00) for the extended term of July 1, 2016 through June 30, 2017, including all expenses, based on the availability of fiscal funding.

3. On Exhibit "B" Payment Schedule of the Agreement, deleted in its entirety and replaced with Exhibit "B-1" Payment Schedule FY 16/17 to reflect the number of hours worked in FY 16/17 for the Quality Assurance Engineer and the Documentum Technical Consultant, which is attached and made part of the agreement. All other terms of the Service Pricing in the Agreement shall apply.

4. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

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RFP# PUARC933
BOS Agenda # 3-4 & Date 5/19/2015 Amendment 2; Purchasing Fleet Services Amendment 1 Date 7/2/2014; BOS
Agenda # 3-16 & Date 7/30/2013,

Form #116-311 Revision Date: 01/13/2016

COUNTY OF RIVERSIDE
Assessor-County Clerk-Recorder
PO Box 751
Riverside, CA 92502

COUNTY OF RIVERSIDE
AMENDMENT NO. 3 TO THE AGREEMENT
WITH
INTRATEK COMPUTERS, INC.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

Intratek Computers, Inc.
9950 Irvine Center Drive
Irvine, CA 92618

By: _____
John J. Benoit, Chairman
Board of Supervisors
Dated: _____

By: Kimberly Wheeler
Name: Kim Wheeler
Title: Contracts Manager
Dated: 13 June 2016

ATTEST
Kecia Harper-Ihem
Clerk of the Board

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: _____
Deputy

By: Kristine Bell-Valdez
for Marsha Victor
Principal Deputy County Counsel,
by Kristine Bell-Valdez
Deputy County Counsel

RFP# PUARC933
BOS Agenda # 3-4 & Date 5/19/2015 Amendment 2; Purchasing Fleet Services Amendment 1 Date 7/2/2014; BOS
Agenda # 3-16 & Date 7/30/2013,

2

Form #116-311 Revision Date: 01/13/2016

COUNTY OF RIVERSIDE
Assessor-County Clerk-Recorder
PO Box 751
Riverside, CA 92502

COUNTY OF RIVERSIDE
AMENDMENT NO. 3 TO THE AGREEMENT
WITH
INTRATEK COMPUTERS, INC.

EXHIBIT B-1
PAYMENT SCHEDULE
FY 16/17

COSTS:

Time Element – CONTRACTOR must provide the COUNTY with a start and end date for chargeable hourly rates per project. It will be the CONTRACTOR responsibility to manage the COUNTY approved hours per project and to notify the COUNTY of status. The COUNTY will not accept travel time to or from project location (e.g. airline time) as acceptable labor hours billable to the COUNTY. CONTRACTOR will submit hourly timesheets bi-monthly to the IT Project Manager to verify hours worked for payment. CONTRACTOR will submit invoices monthly for payment. The COUNTY will review all invoices prior to any payment being authorized and approved. The County reserves the right to contact the CONTRACTOR and question any and all invoice discrepancies. Scheduled start date for FY 16/17 shall commence on July 1, 2016. Hourly rate begin as of time of arrival on-site.

Job Description	Section	Hourly Rate	Annual Payment
Quality Assurance Engineer	A	\$83.00	\$172,640.00 (Full time @ 2080 Hours)
Documentum Technical Consultant	B	\$109.00	\$76,300.00 (On-Call @ 700 Hours)

These rates are only applicable to the CREST Project.

These hourly rates shall include any and all incidental or other costs incurred by CONTRACTOR related to this Agreement.



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM
To be completed for all departmental purchases of IT systems, services or renewals

PR2016-04227 Tracking Number for Internal Use Only

5/26

REQUESTED PURCHASE:	INFORMATION TECHNOLOGY SERVICES FOR THE CREST/PROPERTY TAX SYSTEM		
DEPARTMENT/AGENCY:	ASSESSOR-COUNTY-CLERK RECORDER/TREASURER-TAX COLLECTOR/AUDITOR-CONTROLLER		
CONTACT NAME/PHONE:	KAN WANG (951) 955-0350 / JAMES MOORE (951) 486-7485		
PURCHASE REQUEST:	<input checked="" type="checkbox"/> NEW EQUIPMENT/SERVICES	<input type="checkbox"/> UPGRADE	<input type="checkbox"/> REPLACEMENT
PURCHASE TYPE:	<input checked="" type="checkbox"/> PROFESSIONAL SERVICES	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> HARDWARE <input checked="" type="checkbox"/> RENEWAL
DESCRIBE REQUESTED PURCHASE	<p>To renew the Professional Services Agreement with Multiple Contractors for Professional Services for a total annual aggregate amount not to exceed \$712,720.00; and extend the original agreement from July 1, 2016 to June 30, 2017, with the following Service Providers:</p> <p>a. Tek Systems, Inc. \$462,720.00 b. Intratek Computer, Inc. \$250,000.00</p> <p>Third Amendment to the Agreement for Professional Services Services is part of the multiyear County of Riverside Enterprise Solution for Property Tax (CREST) project that include performing system analysis, integration, configuration, development, data migration, and quality assurance of the new Riverside County Property Tax System in the final implementation phase for the Treasurer-Tax Collector, Assessor, and Auditor Controller.</p>		
BUSINESS NEEDS ADDRESSED	<p>The Property Tax System is an integrated system for the Assessor-County Clerk-Recorder, Auditor-Controller, and Treasurer-Tax Collector offices. The County of Riverside Enterprise Solutions for Property Taxation (CREST) Project unites the County's three property tax departments in this cooperative venture. The CREST/Property Tax System needs to augment the information technology staffing with contract personnel to support and develop the system projects; and to obtain skills not available internally. CREST is in the final implementation phase of the new Property Tax System with the Go-Live window approaching this year. The CREST project requires a continuation of these consultants until the project is complete.</p>		
ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY?	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> UNKNOWN
BUSINESS CRITICALITY	BUSINESS IMPACT (SELECT ALL THAT APPLY)		
<input checked="" type="checkbox"/> Run the business	<input checked="" type="checkbox"/> Support current operations		
<input checked="" type="checkbox"/> Grow the business	<input checked="" type="checkbox"/> Reduce Expenses		
<input checked="" type="checkbox"/> Transform the business	<input checked="" type="checkbox"/> Improve Customer Service		
	<input checked="" type="checkbox"/> Improve Operational Efficiencies		
BUSINESS RISKS	<p>Financial: The new Property Tax System will optimize the County's revenue generation efficiency and help protect the County's fiscal stability; and will enable the County to more effectively implement and enforce its legal mandates for property tax administration.</p> <p>Operational: The new Property Tax System will replace the County's current 42 years old legacy mainframe system. The results will remove the manual processes, minimizing costly errors and eliminating inefficiencies by automating operations. This will provide savings to the County over future decades.</p> <p>Customer: The new Property Tax System will allow the departments to service the public more efficiently and effectively.</p>		
ALTERNATIVE SOLUTIONS	N/A		



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM
To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for Internal Use Only

TRANSACTION	<input checked="" type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____																												
PURCHASE COSTS	COST BENEFIT ANALYSIS																												
	Hardware: \$ Software: \$ Labor: \$ Total Cost: \$712,720 Is this Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>ALTERNATIVE STATUS QUO</th> <th>ALTERNATIVE</th> <th>ALTERNATIVE</th> </tr> </thead> <tbody> <tr> <td>Current Annual Cost</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Ongoing Annual Cost</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Annual Cost Savings</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Net Annual Savings</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Project Implementation Cost</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Project Payback Period? yrs</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table> <p>* Tek Systems, Inc. \$462,720.00 Intratek Computer, Inc. \$250,000.00 TOTAL \$712,720</p> <p>This request will be submitted for Board approval on June 21, 2016.</p>		ALTERNATIVE STATUS QUO	ALTERNATIVE	ALTERNATIVE	Current Annual Cost	N/A	N/A	N/A	Ongoing Annual Cost	N/A	N/A	N/A	Annual Cost Savings	N/A	N/A	N/A	Net Annual Savings	N/A	N/A	N/A	Project Implementation Cost	N/A	N/A	N/A	Project Payback Period? yrs	N/A	N/A
	ALTERNATIVE STATUS QUO	ALTERNATIVE	ALTERNATIVE																										
Current Annual Cost	N/A	N/A	N/A																										
Ongoing Annual Cost	N/A	N/A	N/A																										
Annual Cost Savings	N/A	N/A	N/A																										
Net Annual Savings	N/A	N/A	N/A																										
Project Implementation Cost	N/A	N/A	N/A																										
Project Payback Period? yrs	N/A	N/A	N/A																										
Department Head Signature: <i>Neal Montgomery</i>		Date: <i>5-25-16</i>																											

RCIT RECOMMENDATION – for purchases and renewals under \$100,000

Recommended: Yes No (Non-recommended requests submit to TSOC)

By: _____ Date: _____

Chief Information Officer Signature: *[Signature]* Date: *5/31/16*

RCIT explanation for non-recommended requests:

TSOC RECOMMENDATION: for purchases and renewals over \$100,000 and RCIT non-recommended purchases or renewals

Recommended: Yes No (In no, provide explanation below)

TSOC Chair Signature: *[Signature]* Date: *6/1/16*

TSOC explanation for denied requests: