

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

262



**FROM:** Peter Aldana, Assessor-County Clerk-Recorder

**SUBMITTAL DATE:**  
July 14, 2016

**SUBJECT:** Approve Amendment No. 1 to the Agreement for Information Technology Consulting and Staffing Services with Intratek Computer, Inc. for an additional six (6) months. Districts: All. [Total Cost: \$229,772]; SCAPAP Fund (100%)

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

1. Approve and execute Amendment No. 1 for Information Technology Consulting and Staffing Services with Intratek Computer, Inc. to increase the Agreement by \$129,772 to \$229,772 and extend the performance period from August 31, 2016 to February 28, 2017.
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 sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed 10% of the aggregate total.

**BACKGROUND:**

**Summary**

The mission of the Paperlite Records and Information Management Enterprise (PRIME) project is to provide ACR with a sustainable foundation for managing digital records through e-business standardization, workflow integration, and enterprise-wide collaboration.

(Continued on Page 2)

*Peter Aldana*

Peter Aldana  
Assessor-County Clerk-Recorder

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 129,772	\$	\$ 129,772	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

**SOURCE OF FUNDS:** State-County Assessors' Partnership Agreement Program (SCAPAP) 100%

Budget Adjustment: No  
For Fiscal Year: 16/17

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Samuel Wong*  
Samuel Wong

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

Prev. Agn. Ref.:

District: All

Agenda Number:

3-11

RCIT: *Steve Reneker*  
 Steve Reneker, CIO  
 Purchasing & Fleet Services  
 Departmental Concurrence  
 Teresa Summers, Assistant Director  
 APPROVED COUNTY COUNSEL  
 BY: *Karin L. Watts-Bazan*  
 KARIN L. WATTS-BAZAN  
 DATE: 7/15/16

- A-30
- 4/5 Vote
- Positions Added
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Information Technology Consulting and Staffing Services**

**DATE: July 14, 2016**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

The resulting system will be scalable, handle diverse needs, and facilitate paper reduction across functional areas. PRIME will be designed and developed in accordance with the regulatory standards and will be certified as trusted system-compliant.

To evaluate the feasibility of the project, a pilot is being conducted. The pilot will replace the legacy OTRS application and automate the workflow performed by the Procurement and the Accounts Payable sections of the ACR. The PRIME Pilot project needs to augment the information technology staffing with contract personnel to support and develop the system project; and to obtain skills not available internally. The Documentum Consultants work closely with internal staff, thus enabling internal staff to maintain the system on a go forward basis.

The current contract with Intratek Computer, Inc. for Information Technology Consulting and Staffing Services will expire August 31, 2016 and has exhausted the contract funds. Extending the current contract with Intratek Computer Inc. for an additional six (6) months until February 28, 2017, and increasing the amount by \$129,772 will provide adequate time for the ACR to complete the pilot and obtain trusted system certification, while also performing knowledge transfer to newly hired permanent ACR technology staff to maintain the system on an on-going basis.

All costs for this service has been anticipated for the current fiscal year and has been included in the 2016-2017 budget, therefore no budget adjustment is necessary at this time.

County Counsel has approved the amendment as per form.

**Impact on Citizens and Businesses**

The new PRIME application will provide a sustainable foundation for managing digital records through e-business standardization, workflow integration, and enterprise-wide collaboration. The benefits of removing manual processes, minimizing costly errors, providing increased efficiencies by automating operations, and eliminating the storage of paper will provide savings to the County over future decades.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

On behalf of the ACR, Purchasing signed an agreement with Intratek Computer, Inc. on March 22, 2016 for an amount not to exceed \$100,000 with a period of performance through August 31, 2016. Intratek Computer, Inc. will not increase the hourly amount for services. The total contract amount through February 28, 2017 is not to exceed \$229,772 with the County awarded vendor, Intratek Computer, Inc.

**Contract History and Price Reasonableness**

Purchasing released a Request for Quote (RFQ #ASARC-109) on February 3, 2016. Purchasing received four (4) responses. Purchasing and the ACR reviewed evaluated the responses based on the evaluation criteria set forth in the RFQ, overall responsiveness and general understanding of the RFQ requirements, price reasonableness, contractor experience, and the vendor's ability to meet the County's needs. Intratek Computer Inc. was the lowest price and overall the most responsive with the required contractor experience. 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 04/18/2016. H-11 Approval #: PR2016-04046

Professional Services Agreement: Contract ID #: ASARC-91800-006-09/16

**ATTACHMENT:**

Amendment No. 1 to the Agreement with Intratek Computers, Inc.



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

PR2016-04046

Tracking Number for Internal Use Only

<b>REQUESTED PURCHASE:</b> DOCUMENTUM TECHNICAL CONSULTANT (IT CONSULTANT SERVICES)	
<b>DEPARTMENT/AGENCY:</b> ASSESSOR-COUNTY CLERK-RECORDER	
<b>CONTACT NAME/PHONE:</b> MIKE BROWN (951) 486-7146 / JAMES MOORE (951) 486-7485	
<b>PURCHASE REQUEST:</b> <input checked="" type="checkbox"/> NEW EQUIPMENT/SERVICES <input type="checkbox"/> UPGRADE <input type="checkbox"/> REPLACEMENT	
<b>PURCHASE TYPE:</b> <input checked="" type="checkbox"/> PROFESSIONAL SERVICES <input type="checkbox"/> SOFTWARE <input type="checkbox"/> HARDWARE <input type="checkbox"/> RENEWAL	
<b>DESCRIBE REQUESTED PURCHASE</b>	Obtain a Documentum Specialist for the PRIME pilot Project. The specialist will develop and configure Documentum, xCP, and Captiva to facilitate the business process workflows and features necessary for the PRIME pilot project.
<b>BUSINESS NEEDS ADDRESSED</b>	<p>The mission of PRIME is to provide ACR a sustainable foundation for managing digital records through e-business standardization, workflow integration, and enterprise-wide collaboration. The resulting product, called PRIME (Paperlite Records and Information Management Enterprise) system will be scalable, handle diverse needs, and facilitate paper reduction across functional areas. PRIME will be designed and developed in accordance with the regulatory standards and will be certified as trusted system-compliant.</p> <p>To evaluate the feasibility of the project, a pilot will be conducted. The pilot will replace the legacy OTRS application and automate the workflow performed by the Procurement and the Accounts Payable sections of ACR.</p> <p>The PRIME Pilot project needs to augment the information technology staffing with contract personnel to support and develop the system project; and to obtain skills not available internally.</p> <p>The Documentum Consultant will work closely with internal staff, thus enabling internal staff to maintain the system on a go forward basis.</p>
<b>ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY?</b> <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> UNKNOWN	
<b>BUSINESS CRITICALITY</b> <input checked="" type="checkbox"/> Run the business <input type="checkbox"/> Grow the business <input checked="" type="checkbox"/> Transform the business	<b>BUSINESS IMPACT (SELECT ALL THAT APPLY)</b> <input checked="" type="checkbox"/> Support current operations <input checked="" type="checkbox"/> Reduce Expenses <input checked="" type="checkbox"/> Improve Customer Service <input checked="" type="checkbox"/> Improve Operational Efficiencies
<b>BUSINESS RISKS</b>  NONE	<p><b>Financial:</b> The consultant's time will be for approximately 12 months.</p> <p><b>Operational:</b> The consultant will help facilitate the business process workflows and features necessary for the PRIME pilot project.</p> <p><b>Customer:</b> The consultant will provide guidance, support and instructions to the ACR Project Managers and IT staff.</p>
<b>ALTERNATIVE SOLUTIONS</b>	N/A
<b>TRANSACTION</b>	<input checked="" type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____

4/15



**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

<b>PURCHASE COSTS</b>  Hardware: \$  Software: \$  Labor: \$250,000  <b>Total Cost: \$250,000</b>  <b>IS THIS BUDGETED?</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>COST BENEFIT ANALYSIS</b>			
		ALTERNATIVE STATUS QUO	ALTERNATIVE	ALTERNATIVE
	Current Annual Cost			
	Ongoing Annual Cost (See below)			
	Annual Cost Savings			
	Net Annual Savings			
	Project Implementation Cost			
Project Payback Period? yrs.				

Department Head Signature: *[Signature]* Date: 4-14-2016

**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: 4/14/16

**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: 5/1/16

**TSOC explanation for denied requests:**

\_\_\_\_\_

COUNTY OF RIVERSIDE  
AMENDMENT NO. 1 TO THE AGREEMENT  
WITH  
INTRATEK COMPUTERS, INC.

Original Contract Term:	March 28, 2016 through August 31, 2016
Contract Term Extended To:	February 28, 2017
Effective Date of Amendment:	July 26, 2016
Original Maximum Contract Amount:	\$100,000.00
Amended Maximum Contract Amount:	\$229,772.00
Contract ID: ASARC-91800-006-09/16	

The Agreement between County of Riverside (COUNTY) and Intratek Computers, Inc. (CONTRACTOR), entered into as of March 28, 2016, is amended as follows:

1. On page 3 of the Agreement, amend Section 2 the "Period of Performance": To amend all reference to the Period of Performance from expiration of August 31, 2016 to a new expiration of February 28, 2017.
2. On page 3 of the Agreement, Section 3 the "Compensation": Delete the second sentence in its entirety and replace with the following: Maximum payments by COUNTY to CONTRACTOR shall not exceed Two Hundred Twenty-Nine Thousand – Seven Hundred Seventy-Two Dollars (\$229,772.00) for the term of the agreement including all expenses.
3. 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

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

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

By: Kim Wheeler  
Name: Kim Wheeler  
Title: Contracts Manager  
Dated: 19 July 2016

ATTEST  
Kecia Harper-Ihem  
Clerk of the Board

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: \_\_\_\_\_  
Deputy

By: Neal Kipnis 7/14/16  
Neal Kipnis,  
Deputy County Counsel

RFQ# ASARC-109 / Contract ID# ASARC-91800-006-09/16  
Form #116-311 Revision Date: 01/13/2016

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