

MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



3-11

On motion of Supervisor Tavaglione, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the recommendation from Assessor-County Clerk-Recorder regarding Approval of the Professional Service Agreements with Multiple Contractors to provide Information Technology Services for the department and CREST/Property Tax System, is deleted from the agenda for Tuesday, July 16, 2013.

I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on July 16, 2013 of Supervisors Minutes.

WITNESS my hand and the seal of the Board of Supervisors
Dated: July 16, 2013
Kecia Harper-Ihem, Clerk of the Board of Supervisors, in
and for the County of Riverside, State of California.

(seal)

By: *Kecia Harper-Ihem* Deputy

AGENDA NO.
3-11

xc: ACR

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

214



FROM: Larry W. Ward, Assessor-County Clerk-Recorder

SUBMITTAL DATE:
June 17, 2013

SUBJECT: Approve the Professional Service Agreements with Multiple Contractors to provide Information Technology Services for the Assessor-County Clerk-Recorder's Office and CREST/Property Tax System

RECOMMENDED MOTION: In accordance with Ordinance 459.4, move that the Board of Supervisors

- 1) Approve and execute the professional service agreements with the following Information Technology Consultants for a total annual aggregate amount not to exceed \$1,153,920.00 with the option to renew annually until June 30, 2015, and:
 - a. Intratek Computer Inc. \$360,960.00
 - b. Login Consulting Services, Inc. \$147,840.00
 - c. VIVA USA \$182,400.00
 - d. Tek Systems, Inc. \$462,720.00
- 2) Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal options based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates, and;
- 3) Direct the Clerk of the Board to return three (3) original signed copies to the Purchasing and Fleet Services Department.

BACKGROUND: The Assessor-County Clerk-Recorder (ACR) and the CREST/Property Tax System on occasion needs to augment the information technology staffing with contract personnel to support development projects and for skills not available internally.

(Continued on Page 2)

Larry W. Ward

Larry W. Ward
Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 1,153,920	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 13/14

SOURCE OF FUNDS: Departmental Revenue	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE. *Jennifer Sargent*
County Executive Office Signature: By Jennifer Sargent

REVIEWED BY CIP
 PURCHASING & FLEET SERVICES
 Christopher Hains
 Departmental Concurrence
 6/20/13
 Kevin K Crawford, CIO

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

RECEIVED BY RIVERSIDE COUNTY
 JUN 18 2013 10:10 AM

BOARD OF SUPERVISORS

FORM 11: Approve the Professional Service Agreements with Multiple Contractors to provide Information Technology Services for the Assessor-County Clerk-Recorder's Office and CREST/Property Tax System project.

June 17, 2013

Page 2 of 2

BACKGROUND (Continued):

In 2008 the Purchasing Department solicited a competitive bid process Request for Proposal #PUARC933 for information technology consulting services to be utilized by all County agencies to provide various information technology consulting services. Purchasing formed an evaluation committee consisting of Riverside County Information Technology (RCIT), Department of Public Social Services (DPSS), County Health Administration (CHA) Sheriff, Assessor-County Clerk-Recorder (ACR), 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, and 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 needs arise. The Board of Supervisors approved these contracts on October 7, 2008, Agenda item 3.30.

Currently, Purchasing's information technology consulting contracts are expiring in October 2013, and the Assessor-County Clerk-Recorder's Office and the CREST project have consultants who are currently working on existing projects, which requires a continuation of these consultants until the projects are complete.

PRICE REASONABLENESS

As a result of these countywide contracts, in 2012 County Purchasing on behalf of the Assessor-County Clerk-Recorder's Office and the CREST project, solicited quotes from the County awarded information technology vendors to provide information technology personnel specifically for the implementation of the CREST/Property Tax System Project. CREST project currently has seven information technology consultant positions from four information technology vendors working with the CREST Project Manager, and with the CREST program staff to complete the objectives of the CREST/Property Tax System Project. For these existing positions, the total contract amount through June 30, 2015 shall not exceed \$1,153,920.00 annually with the following County awarded vendors: Intratek Computer Inc., Login Consulting Services, Inc., Viva USA, and Tek Systems, Inc.

Harper-Ihem, Kecia

From: Harper-Ihem, Kecia
Sent: Monday, July 15, 2013 3:25 PM
To: Grant, Diana (Dgrant@rceo.org)
Cc: Johnson, Karen (kjohnson@rceo.org); Schutte, Bobbi
Subject: 3-11 of July 16, 2013

Hi Diana,

Bobbi Schutte has been in contact with Karen Johnson in your office, and just stopped by to ask me to delete item 3-11 on tomorrow's agenda. They are revising the Form 11, and will bring it back on July 30, 2013.

Thanks!
Kecia



Kecia Harper-Ihem
Clerk of the Board
4080 Lemon Street, 1st Floor
Riverside County, CA 92501
ph. 951.955.1061 fax 951.955.1071
kharpier-ihem@rcbos.org

Perseverance builds character and your character leads you to your destiny.

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07-16-2013
3-11

Schutte, Bobbi

From: Schutte, Bobbi
Sent: Thursday, July 11, 2013 6:27 PM
To: Johnson, Karen
Cc: Moore, James; Aldana, Lucia; Wang, Kan; Ward, Larry
Subject: FW: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services
Attachments: Form 11 Revision - IT Contractor (7-09-13) Final.doc

Karen:

Upon review of the Agenda items for July 16, 2013, ACR item 3.11 (with a submittal date of June 17, 2013) needs to be pulled from the Agenda. That was an old Form 11 that we initially anticipated would be put on the agenda for July 2, 2013. The attached Form 11 is the final version and we are obtaining all of the signatures at this point. The updated Form 11 (dated July 9, 2013) will be presented to the Clerk of the Board by Thursday, 7/18/13, to be heard on July 30, 2013. The 7/18/13 one is the one with Larry's stamp signature.

Can you have Agenda item 3.11 pulled or do we need to contact the Clerk of the Board?

Please advise. Thank you.

Bobbi

From: Moore, James
Sent: Tuesday, July 09, 2013 5:38 PM
To: Schutte, Bobbi
Cc: Aldana, Lucia
Subject: RE: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services

Hi Bobbi,

Mark Seiler has approved the *final* FORM 11 for IT Consulting Services, dated 7/9/13. Do you want to obtain Larry Ward's original signature or use his stamp. Please advise.

Thanks,

James

From: Boerner, Lisa
Sent: Tuesday, July 09, 2013 8:37 AM
To: Moore, James
Subject: FW: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services

OK to get signatures...

Lisa Boerner
Purchasing Manager
Purchasing and Fleet Services

2980 Washington St.
Riverside, CA 92504
Email: lboerner@co.riverside.ca.us
Telephone: 951-955-4937

From: Seiler, Mark
Sent: Tuesday, July 09, 2013 8:26 AM
To: Boerner, Lisa
Subject: RE: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services

Looks ok to me

Mark R. Seiler, C.P.M.

Assistant Director, Purchasing and Fleet
E-Mail: mseiler@co.riverside.ca.us
Phone: 951-955-4928
Fax: 951-955-8474

From: Boerner, Lisa
Sent: Tuesday, July 09, 2013 8:07 AM
To: Seiler, Mark
Subject: FW: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services

See the final version.

Lisa Boerner
Purchasing Manager
Purchasing and Fleet Services
2980 Washington St.
Riverside, CA 92504
Email: lboerner@co.riverside.ca.us
Telephone: 951-955-4937

From: Moore, James
Sent: Tuesday, July 09, 2013 8:07 AM
To: Boerner, Lisa
Cc: Aldana, Lucia; Clayton, Heather; Aldana, Peter; Wang, Kan; Schutte, Bobbi; Mark, Ines
Subject: RE: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services

Looks great - Thanks Lisa! The final version is attached. I will obtain Larry's signature this week and will hand-deliver to you to obtain Mr. Howdyshell's signature.

James C. Moore
Administrative Services Analyst II
Riverside County Assessor-County Clerk-Recorder
Contract Management
Phone: (951) 486-7485
Fax: (951) 486-7182
E-mail: jcmoore@asrclkrec.com

From: Boerner, Lisa
Sent: Tuesday, July 09, 2013 7:17 AM
To: Moore, James
Cc: Aldana, Lucia; Clayton, Heather; Aldana, Peter; Wang, Kan; Schutte, Bobbi; Mark, Ines
Subject: RE: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services

I made minor changes. Does this look ok?

Lisa Boerner
Purchasing Manager
Purchasing and Fleet Services
2980 Washington St.
Riverside, CA 92504
Email: lboerner@co.riverside.ca.us
Telephone: 951-955-4937

From: Moore, James
Sent: Monday, July 08, 2013 5:39 PM
To: Boerner, Lisa
Cc: Aldana, Lucia; Clayton, Heather; Aldana, Peter; Wang, Kan; Schutte, Bobbi; Mark, Ines
Subject: RE: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services

Hi Lisa,

Please find attached the revised FORM 11. ACR Management decided to remove the ACR reference from the FORM 11. The seven existing contractors (4 vendors) are working on the CREST/Property Tax Group Project. There are no IT Consulting vendors currently working on ACR Projects (CARDS). For clarity, it was decided to contain the purpose to just within the scope of the CREST since that is all this Form 11 is for. If there are any questions that may arise at the Board, the discussion can be addressed by CREST and not open to interpretation that goes beyond the project.

ACR manages the accounting and budgeting for CREST and that's why Larry Ward is named on the FORM 11. CREST is its own org and has its own funding. The funding for CREST contractors is paid for out of the CREST Capital Project Fund (Zero Net County Cost). I changed the *Source of Funds* on the FORM 11 from "Departmental Revenue" to "CREST Capital Project Fund".

I will have to obtain new signatures from the authorized parties this week. I will hand deliver the FORM 11. Please explain the changes to Mr. Howdysell.

Thanks,

James C. Moore
Administrative Services Analyst II
Riverside County Assessor-County Clerk-Recorder
Contract Management
Phone: (951) 486-7485
Fax: (951) 486-7182
E-mail: jcmoore@asrclkrec.com

From: Boerner, Lisa
Sent: Wednesday, July 03, 2013 4:46 PM
To: Moore, James; Mark, Ines

Cc: Aldana, Lucia; Clayton, Heather; Aldana, Peter; Wang, Kan; Schutte, Bobbi

Subject: RE: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services

Since the Form 11 states that the requesting agency is Larry Ward, Assessor/Clerk/Recorder and striking any further references in the form 11, I am ok with removing the Highlighted, you will however, need to obtain signatures again.

Question, the Form 11 is coming from ACR, why remove all references? What is the issue? In the Form 11 source of Funds states Departmental revenue. Shouldn't this be all three agencies?

Lisa Boerner
Purchasing Manager
Purchasing and Fleet Services
2980 Washington St.
Riverside, CA 92504
Email: lboerner@co.riverside.ca.us
Telephone: 951-955-4937

From: Moore, James

Sent: Wednesday, July 03, 2013 3:27 PM

To: Mark, Ines

Cc: Boerner, Lisa; Aldana, Lucia; Clayton, Heather; Aldana, Peter; Wang, Kan; Schutte, Bobbi

Subject: ACR/CREST: FORM 11 for Professional Service Agreements with Multiple Contractors to provide Information Technology Services

Hi Ines,

I would like to get your opinion. For your review, please find attached the FORM 11 for *Professional Service Agreements with Multiple Contractors to provide Information Technology Services*. ACR Management was inquiring if we should reference the "Assessor-County Clerk-Recorder's Office" **highlighted** in the FORM 11 since the seven (7) contractors that are currently working through the four (4) Information Technology Consulting Vendors are exclusively working for the CREST/Property Tax System.

Originally, the FORM 11 included consultants contracted to work on ACR/Assessor Support Projects and the ACR CARDS Project. These assignments have now been completed and/or replaced by RCIT personnel. The original FORM 11 also included positions to be filled in the future (TBD) for the CREST and ACR during FY 13/14. However, Lisa Boerner explained that this FORM 11 is only for the existing contractors, which are all currently working for the CREST.

Here are some possible justifications for referencing the "Assessor-County Clerk-Recorder's Office" in the FORM 11:

- The request is coming from Larry Ward - ACR Department
- ACR on behalf of the CREST Division is renewing the Professional Service Agreements between the County of Riverside and the IT Consulting Vendor
- ACR (A/P) are paying the invoices

The FORM 11 has already been signed by Larry Ward, Robert Howdyshe, and Kevin Crawford. Neal Kipnis signature is pending. He is waiting to review the finalized Agreements. ACR will follow County Purchasing's recommendation. We have sufficient time to obtain the authorizing signatures if needed before the Executive Office filing deadline, 6/18/13.

Thanks,

James C. Moore
Administrative Services Analyst II

**Riverside County Board of Supervisors
Request to Speak**

Submit request to Clerk of Board (right of podium),
Speakers are entitled to three (3) minutes, subject
Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: GARRY GRANT

Address: _____
(only if follow-up mail response requested)

City: PERRY **Zip:** 9257

Phone #: _____

Date: JULY 16TH **Agenda #** 3-11

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:
 Support **Oppose** **Neutral**

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below:

Support **Oppose** **Neutral**

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.