

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

869



**FROM:** Sheriff-Coroner-PA

**SUBMITTAL DATE:**  
06/17/14

**SUBJECT:** Approval of Sirron Software Corporation as the Sole Source Provider for Software Maintenance for the Sheriff's Courts Service Computer Program During the Period from FY 14/15 through FY 18/19, All Districts. [\$155,190 – 100% General Fund]

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

1. Authorize the Purchasing Agent to issue a Purchase Order for software maintenance to Sirron Software Corporation, on behalf of the Sheriff's Department, for a cost not to exceed \$32,000 per year until June 30, 2019, without securing competitive bids, in accordance with Ordinance 459.4.

*Will Taylor for*  
Stanley L. Spiff Jr.  
Sheriff-Coroner-PA  
Will Taylor, Dir. of Administration

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 27,190	\$ 32,000	\$ 155,190	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 27,190	\$ 32,000	\$ 155,190	\$ 0	
SOURCE OF FUNDS: 100% General Fund				Budget Adjustment: No	
				For Fiscal Year: 14/15-18/19	

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

APPROVE

County Executive Office Signature

BY: *Elizabeth J. Olson*  
Elizabeth J. Olson

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: July 1, 2014  
xc: Sheriff, Purchasing

Kecia Harper-Ihem  
Clerk of the Board  
By: *[Signature]*  
Deputy

Prev. Agn. Ref.: 120701347

District: All

Agenda Number:

3-45

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: *[Signature]* 6/19/14  
Department: Esteban Hernandez

Purchasing: *[Signature]* Mark Sailer, Assistant Director

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

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Approval of Sirron Software Corporation as the Sole Source Provider for Software**  
**Maintenance for the Sheriff's Courts Service Computer Program During the Period from FY 14/15 through**  
**FY 18/19, All Districts. [\$155,190 – 100% General Fund]**  
**DATE: 06/17/14**  
**PAGE: Page 2 of 2 (BR 15-003)**

**BACKGROUND:**

**Summary**

The Sheriff's Department and its Court Services Division are mandated by the California Government Code to serve certain types of civil process issued by the courts. These include, but are not limited to, evictions, earnings withholding orders, levies, civil bench warrants and temporary restraining orders. These activities generated approximately \$1.9 in revenue for the county in FY 2013-14. In late 2001, when the Sheriff's Department received Board approval to purchase a software program to track the receipt, service and financial accounting of these civil process activities, the Sheriff's recommended vendor, Sirron Software Corporation, was the only company offering such software designed specifically for use by California Sheriff's Departments. In fact, thirteen state counties were using the program at that time.

**Contract History and Price Reasonableness**

Since this program is proprietary to Sirron, it has been the sole vendor to provide program maintenance and periodic program updates necessitated by changes in legislation. The purchase price of this program was over \$145,000 in 2001, and the program is still performing well. Sirron's FY 2014-15 maintenance fee is \$27,190, which is still cost-effective for a 13 year-old computer application. It would certainly be far more expensive, to purchase a new program.

Based on historical data, Sirron has increased its cost an average of 3% annually. However, in light of the age of the application, Sheriff's staff is recommending approval of an annual spending authorization of \$32,000, starting in FY 2015-16.

**Impact on Citizens and Businesses**

The Sheriff's Department and its Court Services Division are mandated by the California Government Code to serve certain types of civil process issued by the courts. County citizens and businesses benefit from the economical continued maintenance of the Sirron tracking program for these civil process activities.

Date: June 12, 2014  
From: Will Taylor, Chief of Administration      Department/Agency: Sheriff's Court Services  
To: Board of Supervisors  
Via: Purchasing Agent  
Subject: Sole Source Procurement; Request for annual software maintenance service

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.

1. **Supply/Service being requested:** The Sheriff's Department is requesting annual maintenance services for the Sirron Software Corp. civil administration program.
2. **Supplier being requested:** Sirron Software Corp.
3. **Alternative suppliers that can or might be able to provide supply/service:** None. The Board of Supervisors approved a sole source purchase of Sirron Software Civil Administration System on November 20, 2001, Agenda Item 3.47. The Riverside County Information Technology (RCIT) Department has approved the H-11 request and provided the tracking number PR2014-01440.
4. **Extent of market search conducted:** None, due to the fact that the civil administration program is proprietary to Sirron Software Corp.
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** The Sirron software is proprietary to the vendor and maintenance cannot be purchased through any other vendor. The software is already implemented in the Court system. Selecting another vendor to provide similar software will result in higher cost to the county, due to the high transfer cost of switching software for the entire court system.

The software provides the ability to search evictions, earnings withholding orders, levies, civil bench warrants, and restraining orders by file numbers, court case numbers, names of anyone associated with a file, and crucial identifying information needed by the court system.

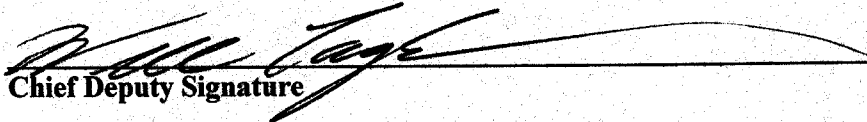
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** The Sheriff's Department is mandated by the California Government Code to serve certain types of civil processes issued by the court. These include, but are not limited to evictions, earnings withholding orders, levies, civil bench warrants, and temporary restraining orders. This software is used for tracking and printing documentation necessary for the execution of these actions.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** Based on historical data, Sirron Software Corp increases their cost by approximately 3% annually.

CAS Prepaid Annual Standard: \$21,000  
Document Capture Maintenance: \$5,940  
Software Escrow for Civil Administration System: \$250  
Total FY 2014-15 Cost: \$27,190



8. Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? Yes, software maintenance will be required as long as the Sirron program is in use by the courts.

9. Period of Performance: The Sheriff's Department is requesting a one year agreement, with the option to renew annually for four additional years at a cost not to exceed \$32,000 annually.

 6/12/14  
Chief Deputy Signature Date

\_\_\_\_\_  
Department Head Signature Date

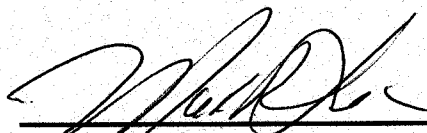
Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$ 32,000 One time ☒ Annual Amount through 6-30-2019

 6-12-14 15-032  
Purchasing Agent Date Approval Number  
(Reference on Purchasing Documents)

