

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

209



**FROM:** Department of Mental Health

**SUBMITTAL DATE:**  
May 18, 2015

**SUBJECT:** Approve the Amendment to the Agreement with CompuTrust Software Corporation for the Department of Mental Health Public Guardian for proprietary Software Licenses for 1 year. (District: All) [\$46,202]; 67% State, 19% County, 5% Federal, 9% Other Funds

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Approve and authorize the Purchasing Agent to execute the amendment with CompuTrust Software Corporation for \$46,202 for one year; and
2. Authorize the Purchasing Agent, in accordance with Ordinance 459, 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, as approved by County Counsel.

(Continued on Page 2)

JW:MS:AV

*Jerry Wengert*  
Jerry Wengert, Director  
Department of Mental Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 46,202	\$ 46,202	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
<b>SOURCE OF FUNDS:</b> State 67%, County 19%, Other 9%, Federal 5%				<b>Budget Adjustment:</b> No	
				<b>For Fiscal Year:</b> 15/16	

**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 Washington, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: June 16, 2015  
xc: Mental Health, Purchasing

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

**Prev. Agn. Ref.:** 1/28/14 (3-17) | **District:** All | **Agenda Number:**

**3-33**

PURCHASING & FLEET SERVICES  
Lisa Brandl, Director

FORM APPROVED COUNTY COUNSEL  
DATE 5/20/15  
BY: GREGORY P. PRIAMOS  
Departmental Concurrence

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

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

**FORM 11:** Approve the Amendment to the Agreement with CompuTrust Software Corporation for the Department of Mental Health Public Guardian for proprietary Software Licenses for 1 year. (District: All) [\$46,202]; 67% State, 19% County, 5% Federal, 9% Other Funds

**DATE:** May 18, 2015

**PAGE:** 2 of 2

**BACKGROUND:**

**Summary**

On January 28, 2014 (3-17), the Board of Supervisors ratified the Agreement with CompuTrust Software Corporation for \$46,202 for FY 14/15 for the continuation of licenses and maintenance services for the Department of Mental Health Public Guardian.

The Public Guardian provides services to individuals who are unable to care properly for themselves and/or are unable to manage their finances. The Public Guardian conducts investigations into conservatorship matters and acts as the legally appointed guardian or conservator for persons found by the Superior Courts as unable to provide for his/her basic personal needs for food, clothing, or shelter.

The Department of Mental Health Public Guardian has used CompuTrust Software System exclusively for the past sixteen (16) years to manage the estates and assets of consumers. The software's features include: court accounting, accounts payable, accounts receivable, check processing, vendor disbursements, accounting receipts and reports. CompuTrust is the developer of the software and is the only company able to provide upgrades and support to the existing system.

The Department of Mental Health Public Guardian is currently in the process of implementing a new software system, but due to the sensitive information currently processed in CompuTrust, we need to contract for an additional year to insure that all data is transitioned properly to the new system.

**Impact on Citizens and Businesses**

These services are a component of the Department's system of care aimed at improving the health and safety of consumers and the community.

**Contract History and Price Reasonableness**

Pricing for the user software licenses, support and maintenance has been deemed to be fair and reasonable when compared with other software service providers; however, similar services by other providers are not compatible with the existing DMH system due to proprietary use of CompuTrust software. The annual price of the software usage has remained consistent since 2008.

Date: May 11, 2015  
From: Jerry Wengerd, Director Department/Agency: Department of Mental Health  
To: Board of Supervisors/Purchasing Agent  
Via: Purchasing Agent  
Subject: Sole Source Procurement; Request to Renew CompuTrust Software Usage License

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:**

Renewal of the software license and maintenance, which is used solely by the Public Guardian. CompuTrust produces and maintains the software for Public Guardian to manage the estate/assets of consumers it serves. Complete accounting and check writing system provided through CompuTrust is independent of the Department of Mental Health's (DMH) software system.

**2. Supplier being requested:**

CompuTrust Software Corporation

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

There are no comparable services or goods available for the existing software system that has been in place with DMH Public Guardian since 1998.

**4. Extent of market search conducted:**

CompuTrust Software Corporation provides exclusive software licenses and services that cannot be substituted with other software or services due to compatibility of current software.

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

No other authorized sources are known for the current system. The known software for Public Guardian provided by CompuTrust is proprietary to CompuTrust Software Corporation.

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

The DMH Public Guardian utilizes the financial software to issue checks, track deposits, disbursements and receipts on behalf of its consumers. The unique features of the system allow the Public Guardian Program to collaborate on reports, court accounting and third party payments for consumers as needed.

**7. Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:**

FY 15/16 is \$46,202. Pricing for the user software license, support and maintenance has been deemed fair and reasonable when compared with other service providers that provide similar services; however, similar services by other providers are not compatible with the existing DMH system due to the proprietary use of CompuTrust software.

The historical cost for the software is as follows:

- a. FY 97/98 through FY 05/06 = \$40,320.00 per year
- b. FY 06/07 = \$41,184.00
- c. FY 07/08 = \$45,302.00
- d. FY 08/09 through FY 14/15 = \$46,202.00 per year
- e. FY 15/16 = \$46,202.00

**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? (Maintenance, support, or upgrades, if so, please explain).**

No

**9. Period of Performance:**

July 1, 2015 through June 30, 2016.

*[Signature]* 5-12-15  
Department Head Signature Date

Purchasing Department Comments:

<u>Approve</u>	Approve with Condition/s	Disapprove
Not to exceed: \$ <u>46,202.00</u>	One time	Annual Amount through <u>6/30/16</u>
<u><i>[Signature]</i></u>	<u>5/2/15</u>	<u>15-542</u>
Purchasing Agent	Date	Approval Number (Reference on Purchasing Documents)



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

PR2015-02589  
Tracking Number for  
Internal Use Only

<b>REQUESTED PURCHASE:</b> FY 15/16 RENEWAL - COMPUTRUST SOFTWARE CORPORATION																													
<b>DEPARTMENT/AGENCY:</b> MENTAL HEALTH																													
<b>CONTACT NAME/PHONE:</b> JEANETTE BATES																													
<b>PURCHASE REQUEST:</b> <input type="checkbox"/> NEW EQUIPMENT/SERVICES <input checked="" type="checkbox"/> UPGRADE <input type="checkbox"/> REPLACEMENT																													
<b>PURCHASE TYPE:</b> <input type="checkbox"/> PROFESSIONAL SERVICES <input checked="" type="checkbox"/> SOFTWARE <input type="checkbox"/> HARDWARE <input type="checkbox"/> RENEWAL																													
<b>DESCRIBE REQUESTED PURCHASE</b>	The Department of Mental Health (RCDMH) is requesting authorization to renew its annual CompuTrust Software Agreement for FY 2015-16. CompuTrust is the developer of the check processing and asset management software and is the only company able to provide upgrades and support for the exiting software. The approval of this renewal would allow for continued software licenses, maintenance and support services.																												
<b>BUSINESS NEEDS ADDRESSED</b>	RCDMH has used the CompuTrust Software exclusively for the past fourteen (14) years to handle the estates and assets of the consumer. RCDMH is in the process of transitioning from CompuTrust (DOS program) to Panoramic's web-based program. Panoramic was approved via H-11 #PR2014-01231. RCDMH will require the CompuTrust software until Panoramic has been thoroughly tested and fully implemented.																												
<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 type="checkbox"/> Transform the business	<b>BUSINESS IMPACT (SELECT ALL THAT APPLY)</b> <input checked="" type="checkbox"/> Support current operations <input type="checkbox"/> Reduce Expenses <input checked="" type="checkbox"/> Improve Customer Service <input checked="" type="checkbox"/> Improve Operational Efficiencies																												
<b>BUSINESS RISKS</b>	Financial: The \$48,000 has been budgeted for FY 14/15. Without the services, State and Federal regulations would be compromised.  Operational: Without the services, State and Federal regulations would be compromised.  Customer: Without the services, State and Federal regulations would be compromised.																												
<b>ALTERNATIVE SOLUTIONS</b>	1. None known.																												
<b>TRANSACTION</b>	<input checked="" type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____																												
<b>PURCHASE COSTS</b>  Hardware: \$  Software: \$48,000  Labor: \$  <b>TOTAL COST: \$48,000</b>	<b>COST BENEFIT ANALYSIS</b> <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>\$48,000</td> <td></td> <td></td> </tr> <tr> <td>Ongoing Annual Cost</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Annual Cost Savings</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Net Annual Savings</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Project Implementation Cost</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Project Payback Period? yrs</td> <td>N/A</td> <td></td> <td></td> </tr> </tbody> </table>		ALTERNATIVE STATUS QUO	ALTERNATIVE	ALTERNATIVE	Current Annual Cost	\$48,000			Ongoing Annual Cost	N/A			Annual Cost Savings	N/A			Net Annual Savings	N/A			Project Implementation Cost	N/A			Project Payback Period? yrs	N/A		
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4/9



**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

Department Head Signature: *[Signature]* Date: *4/18/15*

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

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

By: **RCIT - APPROVED** Date: *4/10/15*

Chief Information Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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: \_\_\_\_\_ Date: \_\_\_\_\_

**TSOC explanation for denied requests:**

\_\_\_\_\_