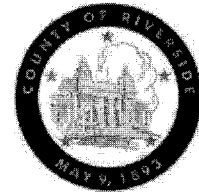


SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM
3.15
(ID # 3458)

MEETING DATE:

Tuesday, April 18, 2017

FROM : PUBLIC SOCIAL SERVICES:

SUBJECT: PUBLIC SOCIAL SERVICES: Approve the purchase, from 3M Cogent Inc., of three (3) LiveScan devices and maintenance/support without seeking competitive bids. [Districts- All]; [Total Cost \$72,545- Federal: 61.80%; State: 32.39%; County: 5.73%; Realignment: 0.07%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the purchase, from 3M Cogent Inc., of three (3) LiveScan fingerprinting devices, in the amount of \$15,995, without seeking competitive bids.
2. Approve the purchase, from 3m Cogent Inc., of maintenance and support for the LiveScan devices for three years, in the amount of \$56,550, without seeking competitive bids.


ACTION: Policy


Susan Von Zabern, Director of Public Social Services 3/29/2017

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: April 18, 2017
xc: DPSS

Kecia Harper-Ihem
Clerk of the Board
By 
Deputy

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

BACKGROUND:

Summary

The Department of Public Social Services (DPSS) fingerprints: prospective foster parents, family members of prospective foster placements, In Home Supportive Services (IHSS) providers, volunteers and prospective employees. DPSS performs 400 to 500 LiveScans per month.

DPSS needs to complete background checks to be in compliance with Penal Code sections 11105 (b)10 and 13300(b)10, which requires exclusions from employment, licensing or certification based on specific criminal contact. LiveScan fingerprinting is necessary to complete these checks.

DPSS currently owns twenty seven (27) 3M Cogent LiveScan devices, a 3M store and forward server. DPSS is requesting to purchase three (3) additional LiveScan devices to support business growth – two (2) for the Public Authority and one (1) for Self Sufficiency. This is a single-source purchase from the current provider to ensure equipment compatibility with the store and forward server.

DPSS also requests purchase of maintenance and support for its LiveScan devices for a period of three years.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 33,545	\$ 19,500	\$ 72,545	\$19,500
NET COUNTY COST	\$ 1,612	\$ 1,274	\$ 4,160	\$1,274
SOURCE OF FUNDS: Federal: 61.80%, State: 32.39%, County: 5.73%; Realignment: 0.07%			Budget Adjustment:	No
			For Fiscal Year:	16/17-18/19

C.E.O. RECOMMENDATION: Approve.

Impact on Residents and Businesses

This equipment will enable DPSS to assist the residents of Riverside County through completion of background checks on various service providers used by the Department.

SUPPLEMENTAL:

Additional Fiscal Information

	DPSS Funding Sources	Public Authority Funding Sources
Federal:	64.63%	49%
State:	28.28%	51%
County:	7.00%	0%
Realignment:	0.09%	0%

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

Cost:	\$59,417	\$13,128
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Contract History and Price Reasonableness

In 2012, DPSS released RFQ# DPARC-262 for LiveScan equipment. Four (4) bids were received, ranging in cost from \$177,311 to \$386,496. 3M Cogent was the lowest priced, responsive bidder. DPSS purchased twenty-four (24) units through this RFQ and subsequently purchased three (3) additional units, bringing the total previously purchased devices to twenty-seven (27).

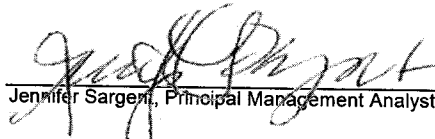
In August 2016, DPSS purchased a 3M Cogent store and forward server to centralize the transmittal of fingerprint scans to the Department of Justice (DOJ); they were purchased to comply with a DOJ directive to modernize the technology DPSS used for transmittals. The server purchase totaled \$49,310.80, but projected to save DPSS \$166,606 over three (3) years in equipment and circuit costs. This purchase was completed as a sole source under the Purchasing Agent's authority.

DPSS is requesting Board approval for the purchase of three (3) additional LiveScan units. The unit price for each LiveScan device is 22% less than 3M Cogent's General Services Administration (GSA) pricing.

Unit Pricing for maintenance and support is consistent with the original quote provided by 3M Cogent, in response to RFQ# DPARC-262.

ATTACHMENTS:

Sole Source Justification
H-11 approvals


Jennifer Sargent, Principal Management Analyst

4/12/2017


Lisa Brandl, Director of Purchasing and Fleet Services

3/30/2017


Steve Reneker, Chief Information Officer

4/2/2017

Date: April 18, 2017
From: Susan von Zabern, Director of the Department of Public Social Services
To: Board of Supervisors/Purchasing Agent
Via: Barry Tantlinger, 83293
Subject: Sole Source Procurement: Request for LiveScan Fingerprinting

The below information is provided in support of my Department requesting approval for a sole source.

1. **Supplier being requested:** 3M Cogent Systems Inc
2. **Vendor ID:** 14530
3. **Supply/Service being requested:** This request is to purchase three (3) LiveScan devices and maintenance and support
4. **Alternative suppliers that can or might be able to provide supply/service and extent of market search conducted:** None
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide**(if proprietary software or machinery, hardware, please provide a supporting letter from the manufacturer):
DPSS owns twenty seven (27) 3M Cogent LiveScan Units and a Store and Forward Server that collects and forwards fingerprint scans from each unit to the Department of Justice from a single location.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:**
DPSS fingerprints prospective foster parents, family members of prospective foster placements, In Home Supportive Services (IHSS) providers, volunteers and prospective employees. DPSS performs 400-500 livescans per month.

DPSS needs to complete background checks to be in compliance with Penal Code sections 11105(b)10 and 13300(b)10 which requires exclusions from employment, licensing or certification based on specific criminal contact. LiveScan fingerprinting is necessary to complete these checks.

Ninety (90) DPSS staff are trained in the use of 3M Cogent LiveScan equipment. DPSS is requesting to purchase additional equipment from 3M Cogent to maintain a consistent user environment for its LiveScan operators. Additionally, it is necessary to purchase 3M Cogent equipment to insure compatibility with the 3M Cogent Store and Forward Server.

7. **Period of Performance:** (for Maintenance) From: execution to June 30, 2019
(total number of years)

Is this an annually renewable contract?
Is this a fixed-term agreement:

No Yes
 No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval.)

8. Identify all costs for this requested purchase. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)

Description:	FY16/17	FY__	FY__	FY__	FY__	Total
One-time Costs:						
Three LiveScan Units	\$15,995					\$15,995
Ongoing Costs:						
Maintenance and support for all DPSS' LiveScan Units	\$17,550	\$19,500	\$19,500			\$56,550
Total Costs	\$33,545	\$19,500	\$19,500			\$72,545

Note: Insert additional rows as needed

9. **Price Reasonableness:** (Explain why this price is reasonable or cost effective, and if this service/commodity will be bid out in the future.)
 In 2012, DPSS released RFQ# DPARC-262 for LiveScan equipment. Four (4) bids were received ranging from \$177,311 to \$386,496. 3M Cogent was the lowest priced responsive bidder. DPSS purchased twenty four (24) units through this RFQ. Subsequently, DPSS has purchased three (3) additional units.

In August 2016, DPSS purchased a 3M Cogent Store and Forward server to centralize the transmittal of fingerprint scans to the Department of Justice (DOJ); it was purchased to comply with a DOJ directive to modernize the technology DPSS used for transmittals. The server purchase totaled \$49,310.80, but is projected to save DPSS \$166,606 over three (3) years in equipment and circuit costs. This purchase was processed as a sole source under the Purchasing Agent's authority.

DPSS is requesting Board approval for the purchase of three LiveScan units because the department's purchases with the vendor in this fiscal year will exceed \$50,000 in the aggregate. The unit price for each LiveScan unit is 22% less than 3M Cogent's General Services Administration (GSA) pricing.

Unit Pricing for maintenance and support is equal to what was originally quoted by 3M Cogent in response to RFQ# DPARC-262.

10. **Projected Board of Supervisor Date (if applicable):** 4/18/17
 (Form 11s must accompany the sole source request for Purchasing Agent approval.)

Susan von Zabern



DPSS TECHNOLOGY PROCUREMENT FORM (TPF)

To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for Internal Use Only

PR2016-04828

REQUESTED PURCHASE: Live Scan

DEPARTMENT/AGENCY: DPSS-Facilities

CONTACT NAME/PHONE: Valorie Piper/Ron Creekbaum

PURCHASE REQUEST: NEW EQUIPMENT/SERVICES UPGRADE REPLACEMENT

PURCHASE TYPE: PROFESSIONAL SERVICES SOFTWARE HARDWARE RENEWAL

DESCRIBE REQUESTED PURCHASE	(1) 75-0501-1373-9 CS500e 500ppi Ten-Print Scanner (1) 75-0501-2134-4 Applicant LiveScan Software (1) 75-0501-2082-5 Desktop Computer (1) 75-0501-2076-7 UPS, Add-on Item (1) 75-0501-3041-0 CS500e Installation and Training (4 Hours, Continental US) Cost is for one trainer. (Not Sold Separately on GSA Contract) (1) 75-0501-1907-4 MiniMag 2
BUSINESS NEEDS ADDRESSED	DHS Built to Suite requires a desktop live scan machine to perform daily tasks.
ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY? <input 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 type="checkbox"/> Grow the business <input type="checkbox"/> Transform the business	<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
Business Risks	Financial: <u>N/A</u> Operational: _____ Customer: _____
Alternative Solutions	1. <u>N/A</u> 2. _____ 3. _____
TRANSACTION	<input checked="" type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____
Hardware \$ 3,000.00	Cost Benefit Analysis



DPSS TECHNOLOGY PROCUREMENT FORM (TPF)

To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for Internal Use Only

	ALTERNATIVE STATUS QUO	ALTERNATIVE	ALTERNATIVE
Software: \$ 1,500.00	Current Annual Cost		
Labor: \$ 2,000.00	Ongoing Annual Cost		
Total Cost: \$ 6,500.00	Annual Cost Savings		
	Net Annual Savings		
	Project Implementation Cost		
	Project Payback Period? Yrs.		

FISCAL USE ONLY

PURCHASE COST FOR FISCAL YEAR: FY 16/17

Budgeted Unbudgeted* *mr.*

*If unbudgeted, are funds available to cover cost?
 Yes No

Budget Review By: Maria Reyes
 Date: 11.3.16

Advance Planning Document (APD)
 APD Type:
 Maintenance & Operations (M & O)
 New Development (requires new APD)

APD #: _____
 APD Review By: lh
 Date: 11/4/16

Supplemental Information:

my cair, BEN-DPSS, 11/3/16

Director and/or Assistant Director Signature: _____

Date: 11-4-16



DPSS TECHNOLOGY PROCUREMENT FORM (TPF)

To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for Internal Use Only

PR2016-04854

REQUESTED PURCHASE: 2 Mobile DOJ Live Scan Devices

DEPARTMENT/AGENCY: Public Authority

CONTACT NAME/PHONE: Katherine Flores (35508)

PURCHASE REQUEST: NEW EQUIPMENT/SERVICES UPGRADE REPLACEMENT

PURCHASE TYPE: PROFESSIONAL SERVICES SOFTWARE HARDWARE RENEWAL

DESCRIBE REQUESTED PURCHASE

(2) 75-0501-1373-9 CS500e 500ppi Ten-Print Scanner
 (2) 75-0501-2134-4 Applicant LiveScan Software
 (2) N/A Laptop Computer
 (2) 75-0501-1826-6 Pelican Laptop case
 (2) 75-0501-2076-7 UPS, Add-on Item
 (1) 75-0501-3041-0 CS500e Installation and Training (4 Hours, Continental US)
 Cost is for one trainer. (Not Sold Separately on GSA Contract)

BUSINESS NEEDS ADDRESSED

Mobile DOJ Live Scan Units for Adult Services- IHSS through Public Authority

ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY? NO YES UNKNOWN

BUSINESS CRITICALITY

Run the business
 Grow the business
 Transform the business

BUSINESS IMPACT (SELECT ALL THAT APPLY)

Support current operations
 Reduce expenses
 Improve Customer Service
 Improve Operational Efficiencies

Business Risks

Financial: _____
 Operational: _____
 Customer: _____

Alternative Solutions

1. _____
 2. _____
 3. _____

TRANSACTION

Cash Purchase Lease Purchase Lease Years: _____

Hardware Cost Benefit Analysis

\$ 6,620.00



DPSS TECHNOLOGY PROCUREMENT FORM (TPF)

To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for Internal Use Only

		ALTERNATIVE STATUS QUO	ALTERNATIVE	ALTERNATIVE
Software: \$ 3,000.00	Current Annual Cost			
Labor: \$ 2,000.00	Ongoing Annual Cost			
Total Cost: \$ 11,620.00	Annual Cost Savings			
	Net Annual Savings			
	Project Implementation Cost			
	Project Payback Period? Yrs.			

Mylen, DPSS-ORAN, 11/2/16

FISCAL USE ONLY	
PURCHASE COST FOR FISCAL YEAR: _____ Budgeted <input checked="" type="checkbox"/> Unbudgeted* <input type="checkbox"/> *If unbudgeted, are funds available to cover cost? <input type="checkbox"/> Yes <input type="checkbox"/> No Budget Review By: <u>Alphonse [Signature]</u> Date: <u>11-8-16</u>	Advance Planning Document (APD) APD Type: <input type="checkbox"/> Maintenance & Operations (M & O) <input type="checkbox"/> New Development (requires new APD) APD #: _____ APD Review By: _____ Date: _____
Supplemental Information:	

Director and/or Assistant Director Signature: [Signature]

Date: 11-8-16