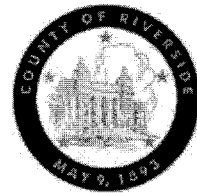


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.10
(ID # 4498)

MEETING DATE:

Tuesday, June 20, 2017

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Approve Amendment No. 4 to the Professional Service Agreement with TEK Systems, Inc. to provide Information Technology Services for the Assessor-County Clerk-Recorder's Office, Districts: All. [Total Cost: \$411,840 - Department Revenue (100%)]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute Amendment No. 4 for the professional service agreement with TEK Systems, Inc. for a total annual amount not to exceed \$205,920, with an option to renew the agreement for one additional one-year period; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option 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.


ACTION: Policy


Peter Aldana 5/30/2017

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: June 20, 2017
xc: ACR, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST		\$ 205,920	\$ 411,840	\$ 205,920
NET COUNTY COST				
SOURCE OF FUNDS: Department Revenue			Budget Adjustment:	No
			For Fiscal Year:	2017/18

C.E.O. RECOMMENDATION: APPROVE

BACKGROUND:

Summary

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

The Assessor-County Clerk-Recorder (ACR) has many legacy applications that were written with the older versions of technology that are no longer supported with the newer Operating Systems such as Windows 10. In addition, some of these legacy applications will need to be integrated with the new property tax system currently in development. ACR initiated a migration project to migrate all these legacy applications to newer technology that will work with the newer Operating Systems.

The ACR needs to augment the information technology staffing with contract personnel to support and develop the migration project; and to obtain skills not available internally. ACR is expecting this project to be completed in the next fiscal year with a contingency of completing it the following fiscal year.

Impact on Residents and Businesses

The migration project will migrate all the legacy applications to newer technology which will work in the newer Operating Systems as well as integrate with new applications. This will ensure continuity of services to the citizens and ACR staff using these applications when ACR upgrades to newer Operating Systems. The newer technology applications will also be more efficient to maintain and easier to integrate with other systems.

SUPPLEMENTAL:

Additional Fiscal Information

The total contract amount through June 30, 2018 is not to exceed \$205,920.

Description:	FY 17-18	FY 18-19	Total
Professional Service Agreement	\$205,920	\$205,920	\$411,840

Contract History and Price Reasonableness


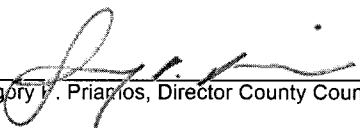
**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**


In July 2013, Purchasing released a Request for Proposal (RFP), mailed it to 200 vendors and advertised on the internet, receiving fifty eight (58) responses. Based on the overall summation of the proposals 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. 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 each need arises. Purchasing, on behalf of the ACR, solicited quotations and TEK Systems, Inc. was one of the vendors awarded a contract. TEK Systems, Inc. has maintained their contracted pricing from last year. 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 June 7, 2017.

Professional Service Agreement – BOS approved contract from 7/10/13 – 6/30/15
Amendment No. 1 – BOS authorized Purchasing Agent to exercise the renewal option from 7/1/14 to 6/30/15
Amendment No. 2 – BOS approved contract extension from 7/1/15 to 6/30/16
Amendment No. 3 – BOS approved contract extension from 7/1/16 to 6/30/17

ATTACHMENTS:

Amendment No 4. To the Agreement with TEK Systems, Inc.
RCIT H-11

 _____ Teresa Summers, Assistant Director of Purchasing	6/9/2017	 _____ Gregory V. Priarios, Director County Counsel	6/9/2017
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 _____ Dave Rogers, Interim CIO	6/9/2017
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COUNTY OF RIVERSIDE
AMENDMENT NO. 4 TO THE AGREEMENT
WITH
TEK SYSTEMS, INC.

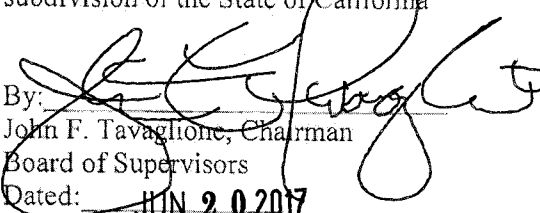
Original Contract Term: July 1, 2016 through June 30, 2017
Contract Term Extended To: July 1, 2017 through June 30, 2018
Effective Date of Amendment: July 1, 2017
Original Annual Maximum Contract Amount: \$462,720.00
Amended Annual Maximum Contract Amount: \$205,920.00
Contract ID: ITARC-91800-006-08/13

The Agreement between County of Riverside (COUNTY) and Tek Systems, Inc. (CONTRACTOR), entered into as of July 1, 2013, is amended as follows:

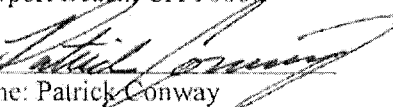
1. Section 2 (Period of Performance) is amended as follows: all reference to the Period of Performance from expiration of June 30, 2017 to a Period of Performance of July 1, 2017 through June 30, 2018, with an option to renew the agreement for one additional one-year period through June 30, 2019, unless terminated as specified in Section 9 TERMINATION. All other terms of the Period of Performance in the Agreement shall apply.
2. On page 24 of the Agreement, amend Application Programmer Hourly Rate from \$96.00 to \$99.00.
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

By: 
John F. Tavaglione, Chairman
Board of Supervisors
Dated: JUN 20 2017

Tek Systems, Inc.
2424 SE Bristol, Suite 200
Newport Beach, CA 90660

By: 
Name: Patrick Conway
Title: Account Manager
Dated: 6/5/17

ATTEST:

Kecia Harper-Ihem
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel

By: 
Neal Kipnis,
Deputy County Counsel

RFP# PUARC933
BOS Agenda # 3-4 & Date 5/19/2015 Amendment 2; Purchasing and Fleet Services & 7/2/2014 Original Contract; BOS
Agenda # 3-16 & Date 7/30/2013 Original Contract

Form #116-311 Revision Date: 01/13/2016

COUNTY OF RIVERSIDE
Assessor-County Clerk-Recorder
PO Box 751
Riverside, CA 92502-0751
(951) 486-7452

JUN 20 2017 3.10



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

H11 Number:	PR2017-05621		
Requested Purchase:	Tek Systems Information Technology Services for Legacy Application Migration to Windows 10		
Department/Agency:	Assessor-County Clerk-Recorder		
Primary Contact/Phone:	Anna Alivio	Alternate Contact/Phone:	ACR Contract Manage ACR/
Purchase Request Type:			
Describe Requested Purchase:	<p>To renew the Professional Services Agreement with TEK Systems for Professional Services for a total annual aggregate amount not to exceed \$205,920; and extend the original agreement from July 1, 2017 to June 30, 2018, with the following Service Providers:</p> <p>a. Tek Systems, Inc. \$205,920</p> <p>Amendment No. 4 to the Agreement for Professional Services includes performing legacy application migration to Windows 10.</p>		

Terms:	<p>Is this a Multi Year Contract?: False</p> <p>Length of Contract: 1</p> <p>Start Date: 7/1/2017</p> <p>End Date: 6/30/2018 12:00:00 AM</p> <p>Special Terms and Conditions: Financial: Without adding resources to migrate legacy applications into new Windows environment, the project will take longer to complete and exiting resources will not be able to work on new projects that will provide cost savings and/or efficiencies to the operations.</p> <p>Operational: Enhancements and features needed in these legacy applications to provide operational efficiency and business process changes will prohibit the operations from improvements.</p> <p>Customer: Results of inability to migrate and enhance legacy applications will impact the speed and accuracy of our service to the publics.</p>
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Business Needs Addressed:	<p>The Assessor-County Clerk-Recorder (ACR) has many legacy applications that were written with the older versions of technology that are no longer supported with the newer Operating Systems such as Windows 10. In addition, some of these legacy applications will need to be integrated with the new property tax system currently in development. ACR initiated a migration project to migrate all these legacy applications to newer technology that will work with the newer Operating Systems.</p> <p>The ACR needs to augment the information technology staffing with contract personnel to support and develop the migration project; and to obtain skills not available internally. ACR is expecting this project to be completed in the next fiscal year with a contingency of completing it the following fiscal year.</p>
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Are there other county systems that provide the same functionality?	No
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Business Criticality:	Run the Business, Grow the Business, Transform the Business
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Business Impact:	Support Current Operations, Reduce Expenses, Improve Customer Service, Improve Operational Efficiencies
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Current Cost Itemization (Include all the year 1 cost)

Item Description	Purchase Type	Vendor	Quantity	Unit Cost	Sub_Total	Item Tax	Total Cost
Tek Systems Information Technology Services for Legacy Application Migration to Windows 10	Services/Consulting - Renewal	Vendor 1	1	\$205,920.00	\$205,920.00		\$205,920.00

Annual Costs

Item Description	Payment Type	Terms (In Years)	Payment amount	Total Annual Payments
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Accounting String
To be completed for pass-thru purchases that will be processed by RCIT Only

%Billed	Accounts (6 digits)	Dept.ID (6 -10 digits)	Program (5 digits)	Class (5 digits)	Grant (9 digits)	Customer Project Code (10 digits)
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RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

Department Head Signature: Kan Wang (or Authorized designee)	Date: 5/24/2017 3:50 PM
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RCIT Review (Standard purchases and renewals < \$25000) - Administrative Review Status

Recommended:	By:	Date:
Denial Explanation:		

ACIO Review (Non standard purchases and renewals between \$0K and \$100K) - ACIO Review Status

Recommended: YES	By: LOUIS APIN DOSS	Date: 5/25/2017
Denial Explanation:		

CIO Review (Purchases and renewals >\$100K) CIO Review Status

Recommended: <i>[Signature]</i> YES	By: David Rogers	Date: 5-30-17
Denial Explanation:		

TSOC Review (Purchases and renewals >\$100K) TSOC Review Status

Recommended: YES	By: <i>[Signature]</i>	Date: 6/8/17
Denial Explanation:		