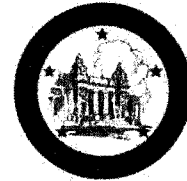


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.40
(ID # 6298)

MEETING DATE:

Tuesday, February 6, 2018

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: eProcurement/Contract Management System FY18/19 Cost Allocation, All Districts. [FY18/19 \$351,694; \$6,881,112 total through FY21/22 - Departmental Funds 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the proposed cost allocation for the countywide eProcurement/Contract Management System for FY18/19 as shown in Attachment A.

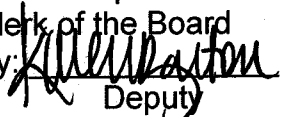
ACTION: Policy


Teresa Summers, Director of Purchasing 1/25/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Ashley 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: February 6, 2018
xc: Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$351,694	\$ 6,881,112	\$
NET COUNTY COST	\$	\$	\$	\$
SOURCE OF FUNDS: Departmental Funds 100%			Budget Adjustment:	
			For Fiscal Year:	18/19

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On October 3, 2017, (M.O. 3-22) the Board of Supervisors approved the purchase of Jaggaer modules for implementation of a countywide eProcurement/contract management system. The system is now named RIVCO PROcure. The approval included the financing of the implementation and licenses costs to help defer costs over a five-year period. In coordination with the Executive Office it was determined that the allocation to departments for the countywide system will be based on the purchase order (PO) count of each department. As this is a procurement/contract management system, the cost allocation is based on procurement activities, which can be identified by PO count. Attachment A represents the proposed cost allocation per department.

Impact on Residents and Businesses

The utilization of the eProcurement system will provide a user friendly portal for vendors to register to do business with the county. It will also allow for vendor invoice receipt through electronic data interchange (EDI) and allow the vendor to track payment status. The system will provide a vendor communication portal to request updates to information including vendor insurance certification, contact, and diversity information.

With the eProcurement system, Riverside County will have the ability to report on procurement activities including spend against contracts. Departments will be directed to contract pricing through the ordering environment ensuring utilization of the best price. The system workflow approval processes will provide efficiencies to county processes by eliminating various manual routing processes throughout departments for approval of procurements as well as manual tracking of spend against contracts.

Additional Fiscal Information

Below is a chart that identifies the finance, subscription costs and staff costs incurred in fiscal years 18/19 through 22/23. Finance costs end in 22/23, thereafter ongoing support will be the annual subscription costs and RCIT staff costs.

	18/19	19/20	20/21	21/22	22/23	22/23

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

Finance Costs	\$200,000	\$730,966	\$730,966	\$730,966	\$365,483	\$0
Staff Costs	\$151,694	\$154,728	\$157,823	\$160,979	\$164,199	Ongoing
Subscription Costs		\$833,327	\$833,327	\$833,327	\$833,327	Ongoing*
	\$351,694	\$1,719,021	\$1,722,116	\$1,725,272	\$1,363,009	

Contract History and Price Reasonableness

The Jaggaer subscription based solution is available from a competitively bid award through the National State Association of State Procurement Officials (NASPO) cooperative purchasing agreement. The NASPO award was based on a competitive process with the evaluation of fifteen eProcurement solutions and the single award to Jaggaer (formerly SciQuest). The NASPO contract pricing provides the base discounts of 42% off subscription list price with a first year discount of 2.5% for the modules, and a 30% discount on implementation costs. Deeper discounts were negotiated by Riverside County Purchasing resulting in an additional 13% discount on subscription services.

ATTACHMENTS:

Attachment A

ATTACHMENT A

Row Labels	Total	Percent	FY 18/19	FY 19/20 *	FY 20/21*	FY 21/22*	FY 22/23*
AGRICULTURAL COMMISSIONER	18	0.03%	\$ 103.22	\$ 504.51	\$ 505.42	\$ 506.35	\$ 400.03
ASSESSR/CLK-RECRDR/RECRDS MGMT	736	1.20%	\$ 4,220.49	\$ 20,629.04	\$ 20,666.18	\$ 20,704.05	\$ 16,356.73
AUDITOR-CONTROLLER	92	0.15%	\$ 527.56	\$ 2,578.63	\$ 2,583.27	\$ 2,588.01	\$ 2,044.59
AVIATION	75	0.12%	\$ 430.08	\$ 2,102.14	\$ 2,105.93	\$ 2,109.79	\$ 1,666.79
BOARD OF SUPERVISORS	107	0.17%	\$ 613.58	\$ 2,999.06	\$ 3,004.46	\$ 3,009.96	\$ 2,377.95
CHILDREN & FAMILIES COMMISSION	222	0.36%	\$ 1,273.03	\$ 6,222.35	\$ 6,233.55	\$ 6,244.97	\$ 4,933.69
COMMUNITY ACTION	266	0.43%	\$ 1,525.34	\$ 7,455.60	\$ 7,469.03	\$ 7,482.71	\$ 5,911.54
COUNTY COUNSEL	39	0.06%	\$ 223.64	\$ 1,093.11	\$ 1,095.08	\$ 1,097.09	\$ 866.73
COUNTY FREE LIBRARY	81	0.13%	\$ 464.48	\$ 2,270.32	\$ 2,274.40	\$ 2,278.57	\$ 1,800.13
COUNTY SERVICE AREA	463	0.75%	\$ 2,655.01	\$ 12,977.23	\$ 13,000.60	\$ 13,024.42	\$ 10,289.63
DEPARTMENT OF ANIMAL SERVICES	726	1.18%	\$ 4,163.14	\$ 20,348.75	\$ 20,385.39	\$ 20,422.75	\$ 16,134.49
DEPARTMENT OF PUBLIC HEALTH	984	1.60%	\$ 5,642.61	\$ 27,580.13	\$ 27,629.78	\$ 27,680.42	\$ 21,868.24
Department of Waste Resources	1039	1.69%	\$ 5,958.00	\$ 29,121.70	\$ 29,174.13	\$ 29,227.59	\$ 23,090.55
DEPT OF CHILD SUPPORT SERVICES	183	0.30%	\$ 1,049.39	\$ 5,129.23	\$ 5,138.47	\$ 5,147.88	\$ 4,066.96
DEPT OF PUBLIC SOCIAL SERVICES	2385	3.89%	\$ 13,676.45	\$ 66,848.17	\$ 66,968.53	\$ 67,091.25	\$ 53,003.81
DESERT EXPO CENTER	48	0.08%	\$ 275.25	\$ 1,345.37	\$ 1,347.79	\$ 1,350.26	\$ 1,066.74
DETENTION HEALTH SERVICES	451	0.74%	\$ 2,586.20	\$ 12,640.89	\$ 12,663.65	\$ 12,686.86	\$ 10,022.94
DISTRICT ATTORNEY	334	0.54%	\$ 1,915.28	\$ 9,361.55	\$ 9,378.40	\$ 9,395.59	\$ 7,422.76
ECONOMIC DEVELOPMENT AGENCY	213	0.35%	\$ 1,221.42	\$ 5,970.09	\$ 5,980.84	\$ 5,991.80	\$ 4,733.67
EDWARD DEAN MUSEUM	13	0.02%	\$ 74.55	\$ 364.37	\$ 365.03	\$ 365.70	\$ 288.91
EMERGENCY MANAGEMENT DEPT.	254	0.41%	\$ 1,456.53	\$ 7,119.26	\$ 7,132.08	\$ 7,145.15	\$ 5,644.85
ENVIRONMENTAL HEALTH	214	0.35%	\$ 1,227.15	\$ 5,998.12	\$ 6,008.92	\$ 6,019.93	\$ 4,755.90
EXECUTIVE OFFICE	168	0.27%	\$ 963.37	\$ 4,708.80	\$ 4,717.28	\$ 4,725.92	\$ 3,733.60
FACILITIES MANAGEMENT	5447	8.88%	\$ 31,235.06	\$ 152,671.69	\$ 152,946.57	\$ 153,226.86	\$ 121,053.14
FIRE PROTECTION	2957	4.82%	\$ 16,956.50	\$ 82,880.52	\$ 83,029.74	\$ 83,181.90	\$ 65,715.83
FLOOD CONTROL	1085	1.77%	\$ 6,221.78	\$ 30,411.01	\$ 30,465.77	\$ 30,521.60	\$ 24,112.84
Health Care System	855	1.39%	\$ 4,902.88	\$ 23,964.44	\$ 24,007.58	\$ 24,051.58	\$ 19,001.36
Homeless Housing Relief	9	0.01%	\$ 51.61	\$ 252.26	\$ 252.71	\$ 253.17	\$ 200.01
HUMAN RESOURCES	588	0.96%	\$ 3,371.80	\$ 16,480.81	\$ 16,510.48	\$ 16,540.74	\$ 13,067.61
IHSS Public Authority	88	0.14%	\$ 504.62	\$ 2,466.52	\$ 2,470.96	\$ 2,475.48	\$ 1,955.70
INFORMATION TECHNOLOGY	750	1.22%	\$ 4,300.77	\$ 21,021.44	\$ 21,059.28	\$ 21,097.88	\$ 16,667.86
MENTAL HEALTH	10705	17.45%	\$ 61,386.32	\$ 300,045.98	\$ 300,586.19	\$ 301,137.06	\$ 237,905.97

Row Labels	Total	Percent	FY 18/19	FY 19/20 *	FY 20/21 *	FY 21/22 *	FY 22/23 *
MISP - MEDICALLY INDIGENT SVC	246	0.40%	\$ 1,410.65	\$ 6,895.03	\$ 6,907.45	\$ 6,920.10	\$ 5,467.06
OFFICE ON AGING	1206	1.97%	\$ 6,915.64	\$ 33,802.47	\$ 33,863.33	\$ 33,925.39	\$ 26,801.92
PARKS	783	1.28%	\$ 4,490.00	\$ 21,946.38	\$ 21,985.89	\$ 22,026.19	\$ 17,401.25
PROBATION	1434	2.34%	\$ 8,223.07	\$ 40,192.99	\$ 40,265.35	\$ 40,339.14	\$ 31,868.96
PSEC - PUB SAFETY ENT COMM	357	0.58%	\$ 2,047.17	\$ 10,006.20	\$ 10,024.22	\$ 10,042.59	\$ 7,933.90
PUBLIC DEFENDER	258	0.42%	\$ 1,479.46	\$ 7,231.37	\$ 7,244.39	\$ 7,257.67	\$ 5,733.75
PURCHASING	3296	5.37%	\$ 18,900.45	\$ 92,382.21	\$ 92,548.54	\$ 92,718.14	\$ 73,249.71
RCRMC	11930	19.45%	\$ 68,410.91	\$ 334,380.99	\$ 334,983.02	\$ 335,596.92	\$ 265,130.15
REGISTRAR OF VOTERS	103	0.17%	\$ 590.64	\$ 2,886.94	\$ 2,892.14	\$ 2,897.44	\$ 2,289.05
RIVERSIDE UNIV HEALTH SYSTEMS	8	0.01%	\$ 45.87	\$ 224.23	\$ 224.63	\$ 225.04	\$ 177.79
SHERIFF	4699	7.66%	\$ 26,945.76	\$ 131,706.31	\$ 131,943.44	\$ 132,185.24	\$ 104,429.72
TLMA AGENCY	5217	8.51%	\$ 29,916.15	\$ 146,225.12	\$ 146,488.39	\$ 146,756.84	\$ 115,941.66
TREASURER-TAX COLLECTOR	149	0.24%	\$ 854.42	\$ 4,176.26	\$ 4,183.78	\$ 4,191.45	\$ 3,311.35
VETERANS SERVICES	8	0.01%	\$ 45.87	\$ 224.23	\$ 224.63	\$ 225.04	\$ 177.79
WORKFORCE DEVELOPMENT CENTER	42	0.07%	\$ 240.84	\$ 1,177.20	\$ 1,179.32	\$ 1,181.48	\$ 933.40
Total	61331	100.00%	\$ 351,694.00	\$ 1,719,021.00	\$ 1,722,116.00	\$ 1,725,272.00	\$ 1,363,009.00

- On October 3, 2017, (M.O. 3-22) the Board of Supervisors approved the purchase of Jaggaer modules for implementation of a countywide eProcurement/contract management system.
- The approval included the financing of the implementation and licenses costs to help defer costs over a five-year period.
- FY 18/19 allocation is based on FY 16/17 PO count.

* FY 19/20 through 22/23 costs will be allocated on prior year PO count. The allocations above are to provide tentative estimates for future year planning.

For more information, please contact Tina Grande, Assistant Purchasing Director at (951) 955-7550.