

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



ITEM  
3.16  
(ID # 9915)

MEETING DATE:  
Tuesday, June 18, 2019

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Approve the Eighth Amendment to the Professional Services Agreement with Aon Consulting, Inc. for continued software support services extending the term for one year; All Districts. [Total Cost \$87,216 - Departmental Budgets].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 8 to the Professional Services Agreement with Aon Consulting, Inc. for software support services for the Human Resources Department extending the term for one year from July 1, 2019 through June 30, 2020 for \$87,216 and authorize the Chairman of the Board of Supervisors to approve the Amendment on behalf of the County; and
2. Authorize the Purchasing Agent in accordance with Ordinance 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the options of the Agreement including modifications of the statement of work that stay within the intent of the Agreement; and (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the Agreement; and
3. Direct the Clerk of the Board to retain one (1) copy of the Amendment and return two (2) copies of the Amendment to the Human Resources Department for distribution.

**ACTION: Policy**


  
Brenda Diederichs, Assistant CEO / Human Resources Director 6/4/2019

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MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: June 18, 2019  
xc: HR, Purchasing

Kecia Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$87,216	\$0	\$87,216	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: Departmental Budgets</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	19/20

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

**BACKGROUND:**

**Summary**

Since 2008, Aon Consulting, Inc has provided the Human Resources Department software and consulting services for an online recruiting system that is customized for the recruiting and selection process of the Deputy Sheriff Trainee and Correctional Deputy classifications. This process is a lengthy and complex one requiring candidates to complete multiple hurdles. Aon's recruiting system facilitates this process by providing:

- An online application that accepts applications continuously throughout the year
- Instant screening of candidates based on answers to the background history questionnaire
- Self-scheduler for screened candidates to schedule the in-person proctored exam
- Automatic email communications to candidates to confirm the status of their application and their appointment time for the proctored exam

Because the system is fully automated and requires minimal intervention by staff, cycle times and candidate drop-off rates are minimized. The system provides the appropriate technology for efficiently handling a high volume of applicants (more than 22,000 each year) and filling these critical public safety positions in a timely manner. The Sheriff's Department continues to require certain capabilities not currently available in the PeopleSoft system. PeopleSoft cannot continuously screen candidates in real-time and it cannot effectively process the large volume of applicants received for these critical public safety positions. In addition, it lacks a self-scheduler for proctored exams.

Approval of an eighth amendment to the Professional Services Agreement with Aon will allow for continued use of a customized online recruiting system. Under the amendment, Aon will be utilizing its online platform called GATE which provides a user-friendly interface for both staff and candidates.

Human Resources is currently in the process of making changes to its Human Capital Management System (HCM). Human Resources is collaborating with RCIT, and the Sheriff's Department to determine the requirements for Sheriff's recruitment process going forward. Human Resources and the Sheriff's Department have determined that moving to an alternate

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

recruiting system provided by another vendor is not practical at this time. Because Aon's system is proprietary, moving to a new system in the interim would prevent the seamless conversion of existing candidate data once changes are made to the HCM.

RCIT has approved this purchase. The Sheriff's Department is the source of funds for this purchase. County Counsel has approved the attached amendment as to legal form.

**Impact on Residents and Businesses**

There is no impact on residents and businesses.

**Contract History and Price Reasonableness**

The Board approved the Professional Services Agreement with Aon (HRARC-91832-002-011-08/09) in July 2008 for a two-year period. Subsequently, the Board approved amendments to continue services through FY 2018/19 (cost provided below).

<u>Fiscal Year</u>	<u>Cost</u>	<u>Board Approval Date</u>
FY08/09	\$540,000	July, 1, 2008 Item #3.63 (for two years)
FY09/10	\$160,000	
FY10/11	\$160,000	July 27, 2010 Item #3.55
FY11/12	\$ 72,000	June 14, 2011 Item #3.34
FY12/13	\$ 72,000	August 28, 2012 Item #3.70
FY13/14	\$ 78,000	July 30, 2013 Item #3.34
FY14/15	\$ 70,200	July 1, 2014 Item #3.21
FY15/16	\$ 89,500	June 30, 2015 Item #3.29 (for three years)
FY16/17	\$ 81,500	
FY17/18	\$ 81,500	
FY18/19	\$ 87,216	July 17, 2018 Item #3.27

The cost under the eighth amendment is considered reasonable as compared with the cost of implementing a new recruiting system with the same functionality in the interim until changes are made to the HCM and a new recruiting option is secured.

<u>Fiscal Year</u>	<u>Cost</u>
FY19/20	\$87,216


**ATTACHMENTS:**


**Attachment A.** Eighth Amendment to the Professional Services Agreement with Aon Consulting, Inc. AATF


**Attachment B:** Aon Sole Source Justification #20-009

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STATE OF CALIFORNIA

  
Teresa Summers, Director of Purchasing 6/12/2019

  
Inezza Dulos Santos 6/13/2019


  
Gregory V. Priaplos, Director County Counsel 6/13/2019

  
Dave Rogers, Chief Information Officer 6/12/2019

# RIVCO HR

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Date: May 31, 2019

From: Brenda Diederichs, Assistant CEO/Human Resources Director 

To: Board of Supervisors/Purchasing Agent

Via: Jennifer Fuller, Deputy HR Director, 955-3557

Subject: Sole or Single Source Procurement; Request for Software and Consulting Services

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

1. **Supplier being requested: Aon Consulting, Inc.**

2. **Vendor ID: 2911**

3.  **Single Source**       **Sole Source**  
(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)

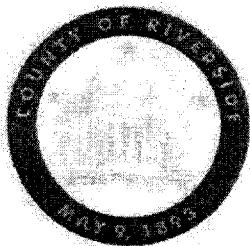
(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department? (If yes, please provide the approved sole or single source number).**

**Yes**       **No**  
SSJ# 19-006

4a. **Was the request approved for a different project?**

**Yes**       **No**



**Brenda L. Diederichs**  
Assistant CEO/HR Director

**Michael Bowers** - Assistant HR Director  
**Sarah Franco** - Assistant HR Director  
**Brandi Hune** - Assistant HR Director  
**Jennifer Fuller** - Deputy HR Director  
**Mylene Daniels** - Deputy HR Director



# RIVCO HR

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**5. Supply/Service being requested:**

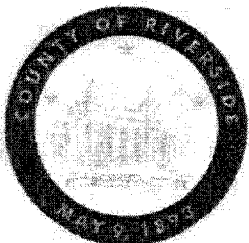
Software and consulting services for an online recruiting system that is customized for the recruiting and selection process of the Deputy Sheriff Trainee and Correctional Deputy classifications.

**6. Unique features of the supply/service being requested from this supplier.**

Since 2008, Aon Consulting, Inc has provided the Human Resources Department software and consulting services for an online recruiting system that is customized for the recruiting and selection process of the Deputy Sheriff Trainee and Correctional Deputy classifications. This process is a lengthy and complex one requiring candidates to complete multiple hurdles. Aon's recruiting system facilitates this process by providing:

- An online application that accepts applications continuously throughout the year
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**Brenda L. Diederichs**  
Assistant CEO/HR Director

**Michael Bowers** – Assistant HR Director  
**Sarah Franco** – Assistant HR Director  
**Brande Hune** – Assistant HR Director  
**Jennifer Fuller** – Deputy HR Director  
**Mylene Daniels** – Deputy HR Director



# RIVCO HR

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

Human Resources is currently in the process of making changes to its Human Capital Management System (HCM). Human Resources is collaborating with RCIT, and the Sheriff's Department to determine the requirements for Sheriff's recruitment process going forward. Human Resources and the Sheriff's Department have determined that moving to an alternate recruiting system provided by another vendor is not practical at this time. Because Aon's system is proprietary, moving to a new system in the interim would prevent the seamless conversion of existing candidate data once changes are made to the HCM.

Until these capabilities are available, Human Resources and the Sheriff's Department have determined that the best course of action is to continue on with Aon's software and services. Should the County's changes to the HCM be available for these recruitments before the one-year extension expires, the County can terminate the agreement with a 30-day notification to Aon.

**8. Period of Performance:** From: July 1, 2019 to June 30, 2020  
(total number of years)

Is this an annually renewable contract?  No  Yes

Is this a fixed-term agreement:  No  Yes

*(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year 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. No exemptions shall apply.)*

**9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. 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.**



**Brenda L. Diederichs**  
Assistant CEO/HR Director

**Michael Bowers** - Assistant HR Director  
**Sarah Franco** - Assistant HR Director  
**Brande Hune** - Assistant HR Director  
**Jennifer Fuller** - Deputy HR Director  
**Mylene Daniels** - Deputy HR Director







# RIVCO HR

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The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

**Approve**

Approve with Condition/s

Disapprove

Condition/s:

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Not to exceed:

One-time \$ \_\_\_\_\_

Annual Amount \$ \_\_\_\_\_ / per fiscal year through \_\_\_\_\_ (date)

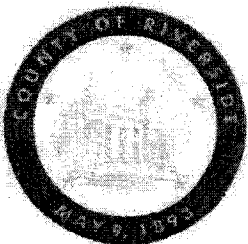
(If Annual Amount Varies each FY)

FY \_\_\_\_\_ : \$ \_\_\_\_\_  
FY \_\_\_\_\_ : \$ \_\_\_\_\_  
FY \_\_\_\_\_ : \$ \_\_\_\_\_  
FY \_\_\_\_\_ : \$ \_\_\_\_\_  
FY \_\_\_\_\_ : \$ \_\_\_\_\_

  
Purchasing Agent

6/4/19  
Date

20-009  
Approval Number  
(Reference on Purchasing Documents)



**Brenda L. Diederichs**  
Assistant CEO/HR Director

**Michael Bowers** - Assistant HR Director  
**Sarah Franco** - Assistant HR Director  
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**Jennifer Fuller** - Deputy HR Director  
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COUNTY OF RIVERSIDE  
AMENDMENT NO.8 TO THE AGREEMENT  
WITH  
AON CONSULTING, INC.

Original Contract Term:	July 1, 2008 through June 30, 2009
Contract Term Extended To:	June 30, 2020
Effective Date of Amendment:	July 1, 2019
Original Annual Maximum Contract Amount:	\$89,650
Amended Annual Maximum Contract Amount:	\$87,216
Contract ID:	

This Amendment No. 8 to the Professional Service Agreement for Human Resource Management Consulting Services is entered into by and between the County of Riverside, a political subdivision of California (COUNTY), and Aon Consulting, Inc., a New Jersey corporation (CONTRACTOR), effective July 1, 2019.

WHEREAS, COUNTY and CONTRACTOR entered into the Professional Service Agreement for Human Resource Management Consulting Services (the "Agreement"), effective July 1, 2008;

WHEREAS, COUNTY and CONTRACTOR subsequently entered into a total of seven (7) amendments to extend the term of the Agreement, with the most recent amendment extending the term of the Agreement until June 30, 2019; and

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement to extend the term of the Agreement and adjust the payment provisions in so far as the dates of the agreement have changed.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. The above recitals are true and correct.
2. Section 2.1 is deleted in its entirety and replaced with the following: "The term of this Agreement shall be extended for one (1) year, commencing on July 1, 2019 and terminating on June 30, 2020."
3. Exhibit B (Payment Provisions) is deleted in its entirety and replaced with the attached Exhibit B-2.
4. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

COUNTY OF RIVERSIDE  
AMENDMENT NO.8 TO THE AGREEMENT  
WITH  
AON CONSULTING, INC.

**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

AON CONSULTING, INC.

By: \_\_\_\_\_  
Kevin Jeffries, Chairman  
Board of Supervisors  
Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Linda Zitelli  
Title: Assistant Vice President  
Dated: \_\_\_\_\_

ATTEST:

Kecia Harper-Ihem  
Clerk of the Board

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: \_\_\_\_\_  
Deputy

By: \_\_\_\_\_  
David M. McCarthy,  
Deputy County Counsel

COUNTY OF RIVERSIDE  
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**EXHIBIT B-2  
PAYMENT PROVISIONS**

**Monthly Pricing**

- Monthly pricing for the term July 1, 2019 through June 30, 2020.

Description	Amount
G.A.T.E.® Monthly License Fee (Includes Monthly Program Management Fee)	\$7268

- Monthly Program Management Fee includes 10 hours of maintenance per month. Additional support hours can be provided at \$200 per hour based on request and pending mutual approval.
- Any services not listed within the Scope of Services will be priced individually based on request and pending mutual approval prior to implementation. This includes IT changes and any customized reporting through the G.A.T.E.® platform.

**Billing**

- Invoicing will be monthly effective July 1, 2019.
- Fees are due within 30 days of invoice date.
- 30 business day notification is required for termination.

COUNTY OF RIVERSIDE  
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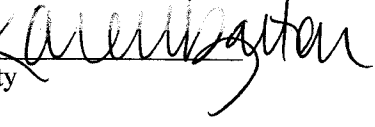
By:   
Kevin Jeffries, Chairman  
Board of Supervisors  
Dated: JUN 18 2019

AON CONSULTING, INC.


By:   
Name: Matt Mann  
Title: U.S. Health & Benefits COO  
Dated: \_\_\_\_\_

ATTEST:

Kecia Harper ~~them~~  
Clerk of the Board

By:   
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

  
David M. McCarthy,  
Deputy County Counsel

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