

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



**ITEM: 3.47
(ID # 11555)**

MEETING DATE:

Tuesday, January 28, 2020

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: eProcurement/Contract Management System FY20/21 Cost Allocation, All Districts [1,853,200 Total Cost; Departmental Budget 100%].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the proposed cost allocation for the countywide eProcurement/Contract Management System for FY20/21 as shown in Attachment A.

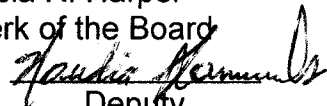
ACTION:Policy


Teresa Summers, Director of Purchasing 12/23/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel 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: January 28, 2020
xc: Purchasing

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost |
|---|-----------------------------|--------------------------|-------------------------------|---------------------|
| COST | \$0 | \$1,853,200 | \$ N/A | \$ N/A |
| NET COUNTY COST | \$ | \$ | \$ | \$ |
| SOURCE OF FUNDS: Departmental Funds 100% | | | Budget Adjustment: No | |
| | | | For Fiscal Year: 20/21 | |

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 eProcurement system (RivcoPRO) includes a contract management tools, workflow approval that eliminates various manual and duplicative procurement processes throughout the county and provides reporting tools and dashboards to track procurement activities and spend.

The Board approved system purchase included financing of the implementation and licenses costs to help defer costs over a five-year period (through FY22/23). In coordination with the Executive Office it was determined that the allocation to departments for the countywide system was to be based on the purchase order (PO) count of each department. As this is a procurement/contract management system, the cost allocation can be based on procurement activities, which can be identified by PO count as well as over procurement spend.

For FY20/21 rates the department recommends keeping the cost allocation for the county system based on PO count. In future years the cost allocation may revert to overall department procurement spend as the number of PO count may fluctuate. Purchasing will work with the Executive Office to determine the most appropriate cost allocation in future years.

Below is a chart that identifies the finance and subscription as approved by the Board on October 3, 2017 and revised estimated staff costs for fiscal years 20/21 through 24/25. As with last fiscal year, the cost for technical support of the system by RCIT is 2.5 positions. RCIT costs noted below are for 2.5 staff and actual support hours will be tracked and billed. Financed costs end in 22/23, thereafter ongoing support will be the annual subscription costs and RCIT staff costs.

| | 20/21 | 21/22 | 22/23 | 23/24 | 24/25 |
|--------------------|-----------|-----------|-----------|-----------|---------|
| Finance Costs | \$719,764 | \$719,764 | \$359,882 | \$0 | \$0 |
| Subscription Costs | \$775,473 | \$775,473 | \$775,473 | \$775,473 | Ongoing |

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| | | | | | |
|------------------|-------------|-------------|-------------|-------------|---------|
| RCIT Staff Costs | \$357,963 | \$372,282 | \$387,173 | \$402,660 | Ongoing |
| Total | \$1,853,200 | \$1,867,519 | \$1,522,528 | \$1,178,133 | |

ATTACHMENTS:

Attachment A


Misley Wang, Supervising Accountant 1/6/2020

Attachment A
Purchasing Services
FY20/21 RivcoPRO Cost Allocation

| Department Name | Business Unit | Dept | Fund | Dept ID | Purchase Order Count FY17/18 | Allocation % | Allocation Amount FY19/20 | Purchase Order Count FY18/19 | Allocation % | Allocation Amount FY20/21 | Net Change |
|--------------------------------|---------------|-------|-------|-------------|------------------------------|--------------|---------------------------|------------------------------|--------------|---------------------------|-------------|
| Board Of Supervisors | BDARC | 10001 | 10000 | 10001000000 | 128 | 0.22% | \$ 4,071 | 122 | 0.21% | \$ 3,823 | \$ (249) |
| Executive Office | EOARC | 11001 | 10000 | 10001000000 | 180 | 0.31% | \$ 5,725 | 118 | 0.20% | \$ 3,697 | \$ (2,028) |
| Human Resources | HRARC | 11301 | 10000 | 11301000000 | 606 | 1.03% | \$ 19,275 | 870 | 1.47% | \$ 27,260 | \$ 7,985 |
| Assessr/Clk-Recrd/Recrds Mgmt | ASARC | 12001 | 10000 | 12001000000 | 792 | 1.34% | \$ 25,192 | 685 | 1.16% | \$ 21,464 | \$ (3,728) |
| Auditor-Controller | ACARC | 13001 | 10000 | 13001000000 | 89 | 0.15% | \$ 2,831 | 108 | 0.18% | \$ 3,384 | \$ 553 |
| Treasurer-Tax Collector | TTARC | 14001 | 10000 | 14001000000 | 196 | 0.33% | \$ 6,234 | 191 | 0.32% | \$ 5,985 | \$ (250) |
| County Counsel | CCARC | 15001 | 10000 | 15001000000 | 28 | 0.05% | \$ 891 | 49 | 0.08% | \$ 1,535 | \$ 645 |
| Registrar Of Voters | RVARC | 17001 | 10000 | 17001000000 | 114 | 0.19% | \$ 3,626 | 146 | 0.25% | \$ 4,575 | \$ 949 |
| Economic Development Agency | EDARC | 19001 | 21100 | 19001000000 | 292 | 0.50% | \$ 9,288 | 266 | 0.45% | \$ 8,335 | \$ (953) |
| Workforce Development Center | WDARC | 19003 | 21550 | 19003000000 | 52 | 0.09% | \$ 1,654 | 119 | 0.20% | \$ 3,729 | \$ 2,075 |
| County Free Library | LBARC | 19007 | 21200 | 19007000000 | 111 | 0.19% | \$ 3,531 | 208 | 0.35% | \$ 6,517 | \$ 2,987 |
| Aviation | AVARC | 19107 | 22100 | 19107000000 | 54 | 0.09% | \$ 1,718 | 95 | 0.16% | \$ 2,977 | \$ 1,259 |
| Desert Expo Center | DEARC | 19201 | 22200 | 19201000000 | 49 | 0.08% | \$ 1,559 | 63 | 0.11% | \$ 1,974 | \$ 415 |
| Edward Dean Museum | MUARC | 19301 | 10000 | 19301000000 | 35 | 0.06% | \$ 1,113 | 22 | 0.04% | \$ 689 | \$ (424) |
| Emergency Management Dept. | EMARC | 20001 | 10000 | 20001000000 | 221 | 0.38% | \$ 7,029 | 342 | 0.58% | \$ 10,716 | \$ 3,687 |
| District Attorney | DAARC | 22001 | 10000 | 22001000000 | 384 | 0.65% | \$ 12,214 | 355 | 0.60% | \$ 11,123 | \$ (1,091) |
| Dept Of Child Support Services | DCARC | 23001 | 10000 | 23001000000 | 298 | 0.51% | \$ 9,479 | 281 | 0.48% | \$ 8,805 | \$ (674) |
| Public Defender | PDARC | 24001 | 10000 | 24001000000 | 312 | 0.53% | \$ 9,924 | 268 | 0.45% | \$ 8,397 | \$ (1,527) |
| Sheriff | SHARC | 25001 | 10000 | 25001000000 | 4627 | 7.85% | \$ 147,174 | 5,185 | 8.77% | \$ 162,465 | \$ 15,292 |
| Probation | PRARC | 26007 | 10000 | 26007000000 | 1222 | 2.07% | \$ 38,869 | 1,003 | 1.70% | \$ 31,428 | \$ (7,441) |
| Fire Protection | FPARC | 27002 | 10000 | 27002000000 | 3604 | 6.12% | \$ 114,634 | 3,456 | 5.84% | \$ 108,289 | \$ (6,345) |
| Agricultural Commissioner | AGARC | 28001 | 10000 | 28001000000 | 37 | 0.06% | \$ 1,177 | 28 | 0.05% | \$ 877 | \$ (300) |
| TLMA Agency | TLARC | 31002 | 20200 | 31002000000 | 3517 | 5.97% | \$ 111,867 | 3,644 | 6.16% | \$ 114,180 | \$ 2,313 |
| RUHS Behavioral Health | MHARC | 41004 | 10000 | 41004000000 | 11090 | 18.82% | \$ 352,746 | 9,619 | 16.26% | \$ 301,399 | \$ (51,347) |
| RUHS Public Health | HSARC | 42001 | 10000 | 42001000000 | 867 | 1.47% | \$ 27,577 | 859 | 1.45% | \$ 26,916 | \$ (662) |
| Environmental Health | EHARC | 42004 | 10000 | 42004000000 | 188 | 0.32% | \$ 5,980 | 142 | 0.24% | \$ 4,449 | \$ (1,530) |
| Department Of Animal Services | ANARC | 42006 | 10000 | 42006000000 | 649 | 1.10% | \$ 20,643 | 700 | 1.18% | \$ 21,934 | \$ 1,290 |
| RUHS | MCARC | 43001 | 40050 | 43001861000 | 12033 | 20.42% | \$ 382,741 | 12,127 | 20.50% | \$ 379,964 | \$ (2,757) |
| Riverside Univ Health Systems | ZSARC | 43001 | 40050 | 43001861000 | 10 | 0.02% | \$ 318 | 8 | 0.01% | \$ 251 | \$ (67) |
| MISP - Medically Indigent Svc | MSARC | 43002 | 10000 | 43002100000 | 297 | 0.50% | \$ 9,447 | 471 | 0.80% | \$ 14,758 | \$ 5,311 |
| Detention Health Services | DHARC | 43003 | 10000 | 43003000000 | 440 | 0.75% | \$ 13,995 | 340 | 0.57% | \$ 10,653 | \$ (3,342) |
| Health Care System | HCARC | 43006 | 40090 | 43006000000 | 1037 | 1.76% | \$ 32,984 | 1,317 | 2.23% | \$ 41,266 | \$ 8,282 |
| Department Of Waste Resources | WMARC | 45001 | 40200 | 45001000000 | 879 | 1.49% | \$ 27,959 | 842 | 1.42% | \$ 26,383 | \$ (1,576) |
| Dept Of Public Social Services | DPARC | 51001 | 10000 | 51001000000 | 1249 | 2.12% | \$ 39,728 | 1,810 | 3.06% | \$ 56,714 | \$ 16,986 |
| Homeless Housing Relief | HOARC | 51006 | 21300 | 51006000000 | 2 | 0.00% | \$ 64 | 1 | 0.00% | \$ 31 | \$ (32) |
| Community Action | CAARC | 52001 | 21050 | 52001000000 | 310 | 0.53% | \$ 9,860 | 219 | 0.37% | \$ 6,862 | \$ (2,998) |
| Office On Aging | OAARC | 53001 | 21450 | 53001000000 | 1228 | 2.08% | \$ 39,060 | 525 | 0.89% | \$ 16,450 | \$ (22,610) |
| Veterans Services | VSARC | 54001 | 10000 | 54001000000 | 1 | 0.00% | \$ 32 | 4 | 0.01% | \$ 125 | \$ 94 |
| Facilities Management | FMARC | 72001 | 10000 | 72001000000 | 5855 | 9.94% | \$ 186,233 | 6,325 | 10.69% | \$ 198,186 | \$ 11,952 |

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Attachment A
Purchasing Services
FY20/21 RivcoPRO Cost Allocation

| Department Name | Business Unit | Dept | Fund | Dept ID | Purchase Order Count FY17/18 | Allocation % | Allocation Amount FY19/20 | Purchase Order Count FY18/19 | Allocation % | Allocation Amount FY20/21 | Net Change |
|--------------------------------|---------------|--------|-------|-------------|------------------------------|--------------|---------------------------|------------------------------|--------------|---------------------------|--------------------|
| Purchasing | PUARC | 73005 | 45300 | 73005000000 | 2539 | 4.31% | \$ 80,759 | 3,033 | 5.13% | \$ 95,035 | \$ 14,276 |
| Information Technology | ITARC | 74001 | 45500 | 74001000000 | 712 | 1.21% | \$ 22,647 | 544 | 0.92% | \$ 17,046 | \$ (5,601) |
| PSEC - Pub Safety Ent Comm | PEARC | 74006 | 45520 | 74006000000 | 269 | 0.46% | \$ 8,556 | 225 | 0.38% | \$ 7,050 | \$ (1,506) |
| County Service Area | CSARC | 915202 | 23010 | 915202 | 612 | 1.04% | \$ 19,466 | 555 | 0.94% | \$ 17,390 | \$ (2,076) |
| Parks | PKARC | 931104 | 25400 | 931104 | 517 | 0.88% | \$ 16,445 | 590 | 1.00% | \$ 18,487 | \$ 2,042 |
| Children & Families Commission | CFARC | 938002 | 25800 | 938002 | 176 | 0.30% | \$ 5,598 | 219 | 0.37% | \$ 6,862 | \$ 1,264 |
| Flood Control | FCARC | 947200 | 15100 | 947200 | 985 | 1.67% | \$ 31,330 | 1,007 | 1.70% | \$ 31,553 | \$ 223 |
| IHSS Public Authority | PAARC | 985101 | 22800 | 985101 | 33 | 0.06% | \$ 1,050 | 38 | 0.06% | \$ 1,191 | \$ 141 |
| Total | | | | | 58,926 | 100% | \$ 1,874,293 | 59,144 | 100% | \$ 1,853,200 | \$ (21,093) |

Notes:

1. FY20/21 costs are allocated by percentage of purchase orders from FY18/19.
2. FY19/20 costs are allocated by percentage of purchase orders from FY17/18.