

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



ITEM: 3.25
(ID # 12492)

MEETING DATE:
Tuesday, June 30, 2020

FROM: HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Approve the Ninth Amendment to the Professional Services Agreement with Aon Consulting, Inc. for continued software support services without seeking competitive bids extending the term for one year; All Districts. [Total Cost \$91,576 - Sheriff's Department].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 9 to the Professional Services Agreement with Aon Consulting, Inc. for software support services for the Human Resources Department without seeking competitive bids, extending the term for one year from July 1, 2020 through June 30, 2021 for \$91,576 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.

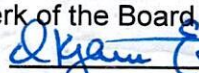
ACTION: Policy


Brenda Diederichs, Assistant CEO / Human Resources Director 6/27/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt 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 30, 2020
xc: HR, Purchasing

Kecia R. Harper
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	\$91,576	\$0	\$91,576	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Sheriffs Departmental Budget			Budget Adjustment:	No
			For Fiscal Year:	20/21

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 a ninth 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 recruiting system provided by another vendor is not practical at this time. Because Aon's system

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

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 2019/20 (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
FY19/20	\$ 87,216	June 18, 2019 Item #3.16

The cost under the ninth 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>	
FY20/21	\$91,576	5% increase

ATTACHMENTS:

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

Attachment B. Aon Sole Source Justification #131741659

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

Attachment C. H11 Number PR2020-10268


Teresa Summers, Director of Purchasing 6/22/2020


Gregory V. Priarios, Director County Counsel 6/22/2020

COUNTY OF RIVERSIDE
AMENDMENT NO.9 TO THE AGREEMENT
WITH
AON CONSULTING, INC.

Original Contract Term:	July 1, 2008 through June 30, 2009
Contract Term Extended To:	June 30, 2021
Effective Date of Amendment:	July 1, 2020
Original Annual Maximum Contract Amount:	\$540,000
Amended Annual Maximum Contract Amount:	\$91,576
Contract ID:	

This Amendment No. 9 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, 2020.

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 eight (8) amendments to extend the term of the Agreement, with the most recent amendment extending the term of the Agreement until June 30, 2020; 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.

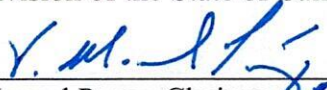
NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

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, 2020 and terminating on June 30, 2021."
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.

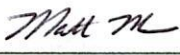
COUNTY OF RIVERSIDE
AMENDMENT NO.9 TO THE AGREEMENT
WITH
AON CONSULTING, INC.

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

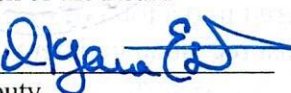
By: 
V. Manuel Perez, Chairman
Board of Supervisors
Dated: JUN 30 2020

AON CONSULTING, INC.

By: 
Name: Matt Mann
Title: US Health&Benefits
Chief Operating Officer
Dated: 5-21-20

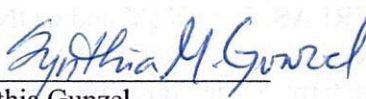
ATTEST:

Kecia Harper
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel

By: 
Synthia Gunzel
Chief Deputy County Counsel

COUNTY OF RIVERSIDE
AMENDMENT NO.9 TO THE AGREEMENT
WITH
AON CONSULTING, INC.

**EXHIBIT B-2
PAYMENT PROVISIONS**

Monthly Pricing

- Monthly pricing for the term July 1, 2020 through June 30, 2021:

Description	Amount
G.A.T.E.® Monthly License Fee (Includes Monthly Program Management Fee)	\$7632

- 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, 2020.
- Fees are due within 30 days of invoice date.
- 30 business day notification is required for termination.



Use this form to submit a single or sole source requisition for review by your Buyer and/or Procurement Contract Specialist. All procurements valued **\$5,000 or more** must seek competitive bids from a minimum of three suppliers, or the expectation that three or more suppliers will respond, or be justified by a Single/Sole Source. All purchases exceeding **\$50,000** require a formal public bid. Procurement's may not be artificially segregated to lesser dollar amounts for the purpose of bypassing this requirement.

Sole/Single Source service requests that are greater than **\$50,000** require additional Board of Supervisors approval.

Supplier Details

Vendor AON Consulting Inc
Fulfillment Address CCorp - Services ACHAcct#*6653:
 (preferred)
 29695 Network Pl
 Chicago, IL 60673-1296 US

Distribution
 The system will distribute purchase orders using the method(s) indicated below:

Custom Vendor Distribution selected
 Email (HTML Body): adefever@rivco.org

Contract

Background Information

Please indicate if this is a single or sole source below

Single Source

Have you previously requested and received approval for a sole/single source request for this vendor for your department?

Yes

If selected "yes", please provide the approved SSJ# below

SSJ# 20-009

If selected "yes", was the request approved for a different project?

No

Purchase Details

1. 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.

2. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:

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

Current Year Cost

6. Identify all costs for this requested purchase.

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. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained.

Describe all current fiscal year costs associated with this procurement in the box below. Insert all

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.

3. Reasons why my department requires these unique features 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.

4. Period of Performance 7/1/2020

From:

Period of Performance To: 06/30/2021

Is this an annually renewable contract or is it fixed term?

Fixed Term

5. Price Reasonableness:

Aon has agreed to increase the rate by only 5% above the prior year. This is a reasonable cost as compared to potential costs for implementation costs and maintenance costs of a new third party system. It is in the county's best interest to maintain the current system until all changes are made to the County's HCM.

Projected Board of Supervisor 6/9/2020

one time costs associated with this project in the table below.

Monthly pricing for G.A.T.E. (includes monthly program management fee) is \$7,632.

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.

Insert all current fiscal year costs in the table below. Label the 'description' as the item that is being purchased.

Current FY Costs

Description	Price
FY 20/21 renewal of current contract	91,576.00

Enter all additional FY costs in the table below

. Only enter one fiscal year cost per line and identify the fiscal year that it pertains to. Fiscal year is from 7/1/00 to 6/30/00.. Example : FY 18/19 \$200

FY

FY

FY

FY

FY

Additional FY Cost

Describe all additional costs associated with this procurement in the box below. Include the dollar amounts for subsequent fiscal years if it differs from above.

Current Year Cost Total: 91,576.00

Date (if applicable):	
Commodity Code	92015

Supporting Documentation

If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law.

Additional supporting documentation includes:

- Previously approved SSJ's
- other

For all other requests, attach the vendor's cost proposal

Internal Attachments

Purchasing Approval

	Approved by	Date Approved	Approval Conditions/Comments
This section to be filled out by Purchasing Management only upon approval.	Tina Grande	6/2/2020	Requires Board Approval.

Total 91,576.00



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

H11 Number:	PR2020-10268		
Requested Purchase:	Aon Consulting GATE Software Suopt Services		
Department/Agency:	Human Resources		
Primary Contact/Phone:	Mylene Daniels	Alternate Contact/Phone:	
Purchase Request Type:			
Describe Requested Purchase:	G.A.T.E.® Monthly License Fee – one year extension of services		
Terms:	Is this a Multi Year Contract?: False Length of Contract: Start Date: End Date: Special Tems and Conditions:		
Business Needs Addressed:	Aon's recruiting system facilitates this process by providing: <ul style="list-style-type: none"> • 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 		
Are there other county systems that provide the same functionality?	No		
Business Criticality:	Run the Business, Grow the Business, Transform the Business		
Business Impact:	Support Current Operations, Reduce Expenses, Improve Customer Service, Improve Operational Efficiencies		

Current Cost itemization (Include all the year 1 cost)							
Item Description	Purchase Type	Vendor	Quantity	Unit Cost	Sub_Total	Item Tax	Total Cost
GATE Monthly License Fee	Software - Renewal	AON Consulting Inc.	12	\$7,632.00	\$91,584.00		\$91,584.00
Total:							\$91,584.00

Annual Costs				
Item Description	Payment Type	Terms (in Years)	Payment amount	Total Annual Payments
Total:				

Grand Total: \$91,584.00

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)

Department Head or Authorized Designee Signature: Mylene Daniels	Date: 5/7/2020 4:05 PM
---	------------------------



RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM

RCIT Review (Standard purchases and renewals < \$25000) - Administrative Review Status

Recommended:	By:	Date:
--------------	-----	-------

Denial Explanation:

ACIO Review - ACIO Review Status

Recommended: Yes	BY: Kelly Hartmann	Date: 5/7/2020 4:12 PM
------------------	--------------------	------------------------

Denial Explanation:

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

Recommended:	By:	Date:
--------------	-----	-------

Denial Explanation:

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

Recommended:	By:	Date:
--------------	-----	-------

Denial Explanation:

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



ITEM: 3.30
(ID # 12928)

MEETING DATE:
Tuesday, June 30, 2020

FROM: PURCHASING AND FLEET SERVICES:

SUBJECT: ASSESSOR CLERK-RECORDER AND PURCHASING AND FLEET SERVICES:
Approve Amendment No. 4 to the Professional Services Agreement for Offsite Paper Records Storage Services with Storetrieve, LLC, without seeking competitive bids for one year ; All Districts [\$950,000] 100% County Department Budgets

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 4 to the Personal Service Agreement for Offsite Paper Records Storage Services between the County of Riverside and Storetrieve, LLC, without seeking competitive bids to extend the contract period for an additional one year from July 1, 2020 through June 30, 2021 for an amount not to exceed \$950,000 and authorize the Chairman of the Board to sign the Amendment on behalf of the County; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement.

ACTION: Policy


Teresa Summers, Director of Purchasing 6/22/2020


Douglas Cady, Chief DEP ASSESSOR/CO CLK/REC 6/22/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt 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 30, 2020
xc: Purchasing, ACR

Kecia R. Harper
Clerk of the Board
By: _____
Deputy

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

Amendment No. 4 is requested to allow Riverside County to continue to work with San Bernardino Purchasing on a combined Request for Proposal (RFP) for an offsite records storage contract. This coordination of a joint solicitation is to combine procurements to enhance the opportunity of deeper volume discounts for both counties. This amendment will allow the two counties the needed time to complete a joint award. It also will allow the county a transition period if necessary, to change to a different awarded vendor. Storetrieve LLC has agreed to maintain their current pricing.

Impact on Residents and Businesses

Document storage, transport, and destruction services are necessary throughout the County to properly insure availability to public, private, and county entities.

Additional Fiscal Information



County Departments are currently utilizing private document storage facilities and already budget for the operational expense, therefore no budget adjustment is necessary. Annual costs are dependent on department usage and fluctuate with document storage and destruction requirements.

Contract History and Price Reasonableness

On behalf of the Assessor-Clerk Recorder, the Purchasing Department working with the San Bernardino Purchasing Department combined purchasing efforts for storage services. San Bernardino took the lead and issued a formal RFP- AGENCY20-PURC-3757 for offsite paper records storage services on March 18, 2020. The Assessor Clerk Recorder along with San Bernardino staff is evaluating the bids and working with Riverside and San Bernardino County Purchasing Departments to clarify proposed costs and services. Once all clarifications are returned and assessed, a recommendation to award will be brought forward to the Board of Supervisors.

Previously, on July 16, 2013 (3-13) the Board of Supervisors approved the Agreement with Storetrieve for one year, with the option to renew annually for four additional years through July 31, 2018. On August 27, 2015 Amendment No.1 was issued to the Agreement with Storetrieve for added services for climate-controlled storage, file retrieval and refiling activities. Amendment No. 2 extended the agreement from June 30, 2018 to June 30, 2019. Amendment No. 3 extended the agreement from June 30, 2019 to June 30, 2020. Amendment 4 extends the agreement from July 1, 2020 to June 30, 2021. All fees remain the same; there is no price increase on services provided.

ATTACHMENT A. AMENDMENT No.4

 
Douglas Cardonez Jr. 6/23/2020 Gregory V. Priapos, Director County Counsel 6/23/2020