

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



ITEM: 3.15
(ID # 14286)

MEETING DATE:
Tuesday, February 02, 2021

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: eProcurement/Contract Management System FY21/22 Cost Allocation, All Districts [\$0 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 FY21/22 as shown in Attachment A.


ACTION:Policy


Tina Grande, Director of Purchasing 1/4/2021

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: February 2, 2021
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	\$0	\$ N/A	\$ N/A
NET COUNTY COST	\$0	\$0	\$	\$
SOURCE OF FUNDS: Departmental Funds 100%			Budget Adjustment: No	
			For Fiscal Year: 21/22	

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 FY21/22 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 21/22 through 24/25. As with last fiscal year, the cost for technical support of the system by RCIT is 2.5 positions. The department will continue to work with RCIT to determine the appropriate FTE support after implementation. Financed costs end in 22/23, thereafter ongoing support will be the annual subscription costs, RCIT staff costs, and additional support by Jaggaer.

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

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RCIT Staff Costs	\$386,088	\$401,531	\$417,592	Ongoing
Total	\$1,881,325	\$1,536,886	\$1,193,065	

ATTACHMENTS:

Attachment A: Customer Charges


Douglas Cordonez Jr.




1/26/2021

Attachment A
Purchasing Services
FY20/21 RivcoPRO Cost Allocation

Department Name	Business Unit	Dept	Fund	Dept ID	Purchase Order Count FY18/19	Allocation %	Allocation Amount FY20/21	Purchase Order Count FY19/20	Allocation %	Allocation Amount FY21/22	Net Change
Board Of Supervisors	BDARC	10001	10000	1000100000	122	0.21%	\$ 3,823	90	0.17%	\$ 3,156	\$ (667)
Executive Office	EOARC	11001	10000	1100100000	118	0.20%	\$ 3,697	164	0.31%	\$ 5,750	\$ 2,053
Human Resources	HRARC	11301	10000	1130100000	870	1.47%	\$ 27,260	298	0.56%	\$ 10,449	\$ (16,811)
Assessr/Clk-Recrdr/Recrds Mgmt	ASARC	12001	10000	1200100000	685	1.16%	\$ 21,464	381	0.71%	\$ 13,359	\$ (8,104)
Auditor-Controller	ACARC	13001	10000	1300100000	108	0.18%	\$ 3,384	96	0.18%	\$ 3,366	\$ (18)
Treasurer-Tax Collector	TTARC	14001	10000	1400100000	191	0.32%	\$ 5,985	77	0.14%	\$ 2,700	\$ (3,285)
County Counsel	CCARC	15001	10000	1500100000	49	0.08%	\$ 1,535	19	0.04%	\$ 666	\$ (869)
Registrar Of Voters	RVARC	17001	10000	1700100000	146	0.25%	\$ 4,575	247	0.46%	\$ 8,661	\$ 4,086
Economic Development Agency	EDARC	19001	21100	1900100000	266	0.45%	\$ 8,335	147	0.27%	\$ 5,154	\$ (3,180)
Workforce Development Center	WDARC	19003	21550	1900300000	119	0.20%	\$ 3,729	108	0.20%	\$ 3,787	\$ 58
County Free Library	LBARC	19007	21200	1900700000	208	0.35%	\$ 6,517	118	0.22%	\$ 4,138	\$ (2,380)
Aviation	AVARC	19107	22100	1910700000	95	0.16%	\$ 2,977	126	0.23%	\$ 4,418	\$ 1,441
Desert Expo Center	DEARC	19201	22200	1920100000	63	0.11%	\$ 1,974	79	0.15%	\$ 2,770	\$ 796
Edward Dean Museum	MUARC	19301	10000	1930100000	22	0.04%	\$ 689	13	0.02%	\$ 456	\$ (234)
Emergency Management Dept.	EMARC	20001	10000	2000100000	342	0.58%	\$ 10,716	246	0.46%	\$ 8,626	\$ (2,090)
District Attorney	DAARC	22001	10000	2200100000	355	0.60%	\$ 11,123	296	0.55%	\$ 10,379	\$ (745)
Dept Of Child Support Services	DCARC	23001	10000	2300100000	281	0.48%	\$ 8,805	599	1.12%	\$ 21,003	\$ 12,199
Public Defender	PDARC	24001	10000	2400100000	268	0.45%	\$ 8,397	156	0.29%	\$ 5,470	\$ (2,927)
Sheriff	SHARC	25001	10000	2500100000	5185	8.77%	\$ 162,465	5,614	10.46%	\$ 196,849	\$ 34,384
Probation	PRARC	26007	10000	2600700000	1003	1.70%	\$ 31,428	274	0.51%	\$ 9,608	\$ (21,820)
Fire Protection	FPARC	27002	10000	2700200000	3456	5.84%	\$ 108,289	3,006	5.60%	\$ 105,402	\$ (2,887)
Agricultural Commissioner	AGARC	28001	10000	2800100000	28	0.05%	\$ 877	11	0.02%	\$ 386	\$ (492)
TLMA Agency	TLARC	31002	20200	3100200000	3644	6.16%	\$ 114,180	2,641	4.92%	\$ 92,604	\$ (21,576)
RUHS Behavioral Health	MHARC	41004	10000	4100400000	9619	16.26%	\$ 301,399	9,718	18.11%	\$ 340,752	\$ 39,353
RUHS Public Health	HSARC	42001	10000	4200100000	859	1.45%	\$ 26,916	510	0.95%	\$ 17,883	\$ (9,033)
Environmental Health	EHARC	42004	10000	4200400000	142	0.24%	\$ 4,449	114	0.21%	\$ 3,997	\$ (452)
Department Of Animal Services	ANARC	42006	10000	4200600000	700	1.18%	\$ 21,934	166	0.31%	\$ 5,821	\$ (16,113)
RUHS	MCARC	43001	40050	4300186100	12127	20.50%	\$ 379,984	13,239	24.67%	\$ 464,212	\$ 84,229
Riverside Univ Health Systems	ZSARC	43001	40050	4300186100	8	0.01%	\$ 251	0	0.00%	\$ -	\$ (251)
MISP - Medically Indigent Svc	MSARC	43002	10000	4300210000	471	0.80%	\$ 14,758	171	0.32%	\$ 5,996	\$ (8,762)
Detention Health Services	DHARC	43003	10000	4300300000	340	0.57%	\$ 10,653	423	0.79%	\$ 14,832	\$ 4,179
Health Care System	HCARC	43006	40090	4300600000	1317	2.23%	\$ 41,266	1,144	2.13%	\$ 40,113	\$ (1,153)
Department Of Waste Resources	WMARC	45001	40200	4500100000	842	1.42%	\$ 26,383	1,033	1.93%	\$ 36,221	\$ 9,838
Dept Of Public Social Services	DPARC	51001	10000	5100100000	1810	3.06%	\$ 56,714	691	1.29%	\$ 24,229	\$ (32,485)
Homeless Housing Relief	HOARC	51006	21300	5100600000	1	0.00%	\$ 31	0	0.00%	\$ -	\$ (31)
Community Action	CAARC	52001	21050	5200100000	219	0.37%	\$ 6,862	195	0.36%	\$ 6,837	\$ (25)
Office On Aging	OAARC	53001	21450	5300100000	525	0.89%	\$ 16,450	124	0.23%	\$ 4,348	\$ (12,102)
Veterans Services	VSARC	54001	10000	5400100000	4	0.01%	\$ 125	0	0.00%	\$ -	\$ (125)
Facilities Management	FMARC	72001	10000	7200100000	6325	10.69%	\$ 198,186	6,701	12.49%	\$ 234,964	\$ 36,778

**Attachment A
Purchasing Services
FY20/21 RivcoPRO Cost Allocation**

Department Name	Business Unit	Dept	Fund	Dept ID	Purchase Order Count FY18/19	Allocation %	Allocation Amount FY20/21	Purchase Order Count FY19/20	Allocation %	Allocation Amount FY21/22	Net Change
Purchasing	PUARC	73005	45300	7300500000	3033	5.13%	\$ 95,035	2,528	4.71%	\$ 88,642	\$ (6,393)
Information Technology	ITARC	74001	45500	7400100000	544	0.92%	\$ 17,046	153	0.29%	\$ 5,365	\$ (11,681)
PSEC - Pub Safety Ent Comm	PEARC	74006	45520	7400600000	225	0.38%	\$ 7,050	20	0.04%	\$ 701	\$ (6,349)
County Service Area	CSARC	915202	23010	915202	555	0.94%	\$ 17,390	277	0.52%	\$ 9,713	\$ (7,677)
Parks	PKARC	931104	25400	931104	590	1.00%	\$ 18,487	528	0.98%	\$ 18,514	\$ 27
Children & Families Commission	CFARC	938002	25800	938002	219	0.37%	\$ 6,862	101	0.19%	\$ 3,541	\$ (3,321)
Flood Control	FCARC	947200	15100	947200	1007	1.70%	\$ 31,553	995	1.85%	\$ 34,889	\$ 3,336
IHSS Public Authority	PAARC	985101	22800	985101	38	0.06%	\$ 1,191	17	0.03%	\$ 596	\$ (595)
Total					59,144	100%	\$ 1,853,200	53,654	100%	\$ 1,881,324	\$ 28,125

Notes:

1. FY21/22 costs are allocated by percentage of purchase orders from FY19/20.
2. FY20/21 costs are allocated by percentage of purchase orders from FY18/19.