



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/16/2018

Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services

REPORT BY: Shawn Smith, Supervising Staff Services Analyst - 707.259.8665

SUBJECT: Amendment No. 1 to Agreement No. 180178B with Intuitive Performance Solutions

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 180178B with Intuitive Performance Solutions, Inc. extending the term through February 28, 2019, and increasing the amount by \$15,400 for a new maximum of \$113,520 to assist with upgrading the SAS Financial Management budget system.

EXECUTIVE SUMMARY

Intuitive Performance Solutions, Inc. (IPS) is currently upgrading the County's SAS Financial Management budgeting software (SAS) to version 5.5. The upgrade includes enhancements in process management support, data validation, data entry, and reporting options. There were unforeseen technical issues related to the upgrade and additional support is necessary to complete the upgrade. As a result, the requested amendment extends the term of the agreement and increases maximum compensation to address the unforeseen technical issues.

IPS is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Although this agreement is unbudgeted, we anticipate working within the ITS budget to cover the FY18-19 portion of this unbudgeted expense by offsetting

with savings in salaries and benefits.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: IPS is the expert in the SAS Financial Management system. Without the contractor's expertise, it would be difficult for the County to upgrade to the new version in a timely manner. Since this system is used to manage the County's budget, it is important the upgrade be completed in a timely manner.

Is the general fund affected? No

Future fiscal impact: No future fiscal impact.

Consequences if not approved: If the system is not upgraded in a timely manner, budget input and reporting functions will no longer function properly.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On June 28, 2011, the Board approved the purchase of SAS Financial Management software to be used as the County's budget application. The application was upgraded in FY 14-15 and another upgrade is currently in progress. The current upgrade will maintain data input and reporting compatibility, fix identified software defects, apply security updates, and provide product enhancements. The SAS Financial Management 5.5 upgrade also includes enhancements in process management support, data validation, data entry, and reporting options. Knowledge transfer to County staff is also part of the project so County staff will be able to provide ongoing support of the updated application.

Intuitive Performance Solutions, Inc. (IPS) was the vendor SAS contracted with to assist Information Technology Services (ITS) with the initial implementation and prior upgrade. IPS is very familiar with the County's SAS environment and IPS is less expensive than SAS. Napa County Agreement 180178B with Intuitive Performance Solutions, Inc. (IPS) was approved by the Board on November 14, 2017 to assist with upgrading the SAS Financial Management budget system, as described above. While the upgrade has already begun, a bug was discovered relating to running employee calculations from within the budget tool. It was later determined that SAS had changed a component of the software. After some research, IPS has identified a solution. The requested amendment will provide for an additional 160 work hours to address the issue and will extend the term of the agreement to provide additional time for IPS to implement the solution.

Today's requested action is for approval of Amendment No. 1 to Agreement 180178B to add \$15,400 and to extend the term of the agreement through February 28, 2019 for IPS to complete the necessary software upgrade to the County's SAS Financial Management budgeting application.

Intuitive Performance Solutions, Inc. is not a local vendor. There is no local vendor who has the level of expertise with SAS Financial Management.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp