



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/23/2019

Agenda Placement: 6N

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: Agreement with Intuitive Performance Solutions for Ongoing Support

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chair to sign an agreement with Intuitive Performance Solutions, Inc. for a maximum of \$3,300 for the term April 23, 2019 through June 30, 2019, with an automatic renewal provision, to assist with supporting the SAS Financial Management budget system.

EXECUTIVE SUMMARY

Intuitive Performance Solutions, Inc. (IPS) was selected by the County to assist Information Technology Services (ITS) with the initial SAS budget module implementation and subsequent upgrades. IPS is very familiar with the County's SAS environment and is less expensive than SAS consulting services.

ITS is seeking approval to contract with IPS for on-going support of the SAS Financial Management (FM) system. This will include requests for system changes or general support for the County's SAS FM support team.

IPS is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	ITS budget
Is it Mandatory or Discretionary?	Mandatory

Is the general fund affected? No

Future fiscal impact: Agreement includes an auto renew provision that will be budgeted in future fiscal years.

Consequences if not approved: If the system is not functioning properly, budget input and reporting functions will not work as needed.

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 to version 5.3 in FY 14-15 to maintain data input and reporting compatibility, fix identified software defects, apply security updates, and provide product enhancements. The application was upgraded to version 5.5 in FY 18-19. The 5.5 upgrade included enhancements for process management support, data validation, data entry, and reporting options. In October 2018, a bug related to running employee calculations from within the budget tool was discovered. It was later determined that SAS had changed a component of the software. An amendment to the 5.5 upgrade agreement included an additional 160 work hours to address the issue and extend the term of the agreement to provide additional time for IPS to implement the solution.

Intuitive Performance Solutions, Inc. (IPS) was the vendor SAS contracted with to assist ITS (Information Technology Services) with the initial implementation and subsequent upgrades. IPS is very familiar with the County's SAS environment and IPS is less expensive than SAS.

Approval of today's requested action will allow ITS to utilize IPS to provide ongoing enhanced support, as needed, while working on the FY 19-20 budget, 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: Helene Franchi