



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/10/2011

Agenda Placement: 70

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Gjestvang, Jon - Chief Information Officer
Information Technology Services
REPORT BY: Maiko Klieman, STAFF SERVICES MANAGER - 707-259-8665
SUBJECT: Approval of Agreement with Garrison Enterprises, Inc.

RECOMMENDATION

Chief Information Officer and Director of Environmental Management request approval of and authorization for the Chairman to sign an agreement with Garrison Enterprises, Inc. (GEI) for a maximum of \$137,887 for the term April 1, 2011 through June 30, 2016 for data storage, maintenance and support of the County's current customized GEI Digital Health Department System.

EXECUTIVE SUMMARY

Garrison Enterprise, Inc. (GEI) was selected through a competitive process back in 2007 to provide the department of Environmental Management with a Digital Health System. On October 2, 2007 the Board approved the initial three year agreement with GEI. GEI's Digital Health system is a web-based system that offers flexibility for online reporting to and from the public. The system also allows modern electronic inspections wherein data from the inspections is stored automatically in the system, thereby eliminating the need for time consuming hand entry. This system feeds data to existing County systems including PeopleSoft, Accela Automation, and OnBase (the document management system) as well as integrating with State mandated reporting systems. The request today is for approval of another five year maintenance contract with GEI.

GEI is not a local vendor but was selected as a result of a competitive process back in 2007. There is no local vendor who provides this comprehensive solution.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Funding for this system is currently in the approved Information Technology Services' budget. As this is a system specific to the Environmental Management Department, the cost is charged directly to the department as part of the total ITS charge. The request today is for approval of another five year maintenance contract with GEI. The annual fee is \$26,266 for the total five year fee of \$137,886.50 (\$6,556.50 for 4/1/11-6/30/11, \$26,266 7/1/11-6/30/12, \$26,266 7/1/12-6/30/13, \$26,266 7/1/13-6/30/14, \$26,266 7/1/14-6/30/15, \$26,266 7/1/15-6/30/16).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The maintenance of the system by the vendor is necessary in order to get the appropriate support when there is a problem with the system.
Is the general fund affected?	Yes
Future fiscal impact:	Future costs will be included in future ITS budgets as well as in the Environmental Management's budgets as part of the ITS charge.
Consequences if not approved:	If this system encounters problems, fixes to the application cannot easily or quickly be accomplished.
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

Garrison Enterprise, Inc. (GEI) was selected through a competitive process back in 2007 to provide the department of Environmental Management with a Digital Health System. On October 2, 2007 the Board approved the initial three year agreement with GEI. GEI's Digital Health system is a web-based system that offers flexibility for online reporting to and from the public. The system also allows modern electronic inspections wherein data from the inspections is stored automatically in the system, thereby eliminating the need for time consuming hand entry. This system feeds data to existing County systems including PeopleSoft, Accela Automation, and OnBase (the document management system) as well as integrating with State mandated reporting systems. The maintenance includes the hosting of data, unlimited user licenses for all County staff and provides technical support.

Request for Proposal (RFP) was not solicited this time since there were only two vendors that were considered as a result of the RFP back in 2007 and it was determined that Garrison was the vendor that could provide the most efficient and complete product for the Department of Environmental Management. In addition, the County invested \$95,900 to implement the system and given that the department is pleased with the Garrison system, it does not seem fiscally sensible to spend additional money if the department was to consider another system.

The request today is to approve a five year contract to lock in a guaranteed annual maintenance price. GEI is not a local vendor and is based in North Carolina. GEI was selected back in 2007 as a result of the Request for a

Proposal process. GEI was founded in 1999 and specializes in the development of affordable web-based solutions for government. There is no local vendor who provides this comprehensive solution.

The agreement is retroactive to April 1, 2011 as the last agreement with the vendor expired at end of March but it took time to negotiate the agreement with the vendor. The vendor has provided written confirmation that the maintenance will be continued from the time last agreement expired until the new agreement is approved.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi