



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/20/2014

Agenda Placement: 7Q

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Jon Gjestvang - Chief Information Officer  
Information Technology Services  
**REPORT BY:** Maiko Klieman, STAFF SERVICES MANAGER - 707-259-8665  
**SUBJECT:** Agreement with Intuitive Performance Solutions

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### **RECOMMENDATION**

Chief Information Officer requests approval of and authorization for the Chairman to sign an Agreement with Intuitive Performance Solutions for a maximum of \$84,135 for the term May 20, 2014 through June 30, 2015 to assist with the upgrade of the SAS budget system.

### **EXECUTIVE SUMMARY**

On June 28, 2011, the Board approved the purchase of the SAS Financial Management software to be used as the County's new budget application. There is now a need to upgrade the system from version 5.2 to 5.4. SAS Financial Management 5.4 includes enhancements in process management support, data validation, and data entry and reporting options. Intuitive Performance Solutions (IPS) is the vendor SAS contracted with to assist the County with the initial implementation of the SAS Financial Management System. They are very knowledgeable with the SAS system and have experience with SAS Financial Management upgrades.

IPS is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services' FY 14-15 cost allocation to the departments included \$75,000 towards this project. Difference of \$9,135 will be paid for by

	ITS' fund balance.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	IPS is the expert in the SAS Financial Management system. Without their expertise, it would be extremely difficult for the County to successfully upgrade to the new version in a timely manner. As this system is used to manage the County's budget, it is extremely important that this upgrade is completed in a timely manner.
Is the general fund affected?	No
Future fiscal impact:	The project will begin in FY 13-14 but majority of the work is scheduled to be performed in FY 14-15.
Consequences if not approved:	If the system is not upgraded timely, it's possible that some of the functions such as reporting will not work 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 the SAS Financial Management software to be used as the County's new budget application. There is now a need to upgrade the system from version 5.2 to 5.4. Primary reasons for the upgrade are to fix any software defects, apply security updates and provide product enhancements. SAS Financial Management 5.4 includes enhancements in process management support, data validation, and data entry and reporting options. Knowledge transfer to County staff is part of the project so that staff is ready to provide ongoing support of the updated application.

Intuitive Performance Solutions (IPS) is the vendor SAS contracted with to assist the County with the initial implementation of the SAS Financial Management System. For the SAS Financial Management upgrade, the County will contract directly with IPS since they are very familiar with the County's SAS environment and IPS is less expensive than SAS. IPS also has experience with multiple SAS Financial Management upgrades.

IPS is not a local vendor. There is no local vendor that has the level of expertise in the SAS Financial Management.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi