



Agenda Date: 6/12/2007
Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karina Castaneda for Merkuloff Nichols, Natasha - Director
Child Support Services
REPORT BY: Karina Castaneda, STAFF SERVICES MANAGER , 259-8289
SUBJECT: Amendment No. 1 to (AUD #5949-07) Agreement with Informatix, Inc.

RECOMMENDATION

Director of Child Support Services requests approval of and authorization for the Chair to sign Amendment No. 1 to an agreement (formerly No. AUD 5949-07) with Informatix, Inc., increasing the amount by \$50,000, for a new maximum of \$100,000, and increasing the scope of conversion related work to be performed for Fiscal Year 2006-2007.

EXECUTIVE SUMMARY

Due to the new mandated implementation of the California Child Support Automated System (CCSAS), the Local Child Support Agency (LCSA) must complete specific data clean up and conversion activities by June 30, 2007. Under the current contract, Informatix, Inc., provides a very limited scope of speciality services related to conversion. Approval of the requested amendment will increase the maximum amount by \$50,000 to a new maximum of \$100,000, to allow the contractor to be compensated for additional newly identified conversion activities that must be completed within this Fiscal Year.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Salary Savings in the Child Support budget, a non-general fund budget unit.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The LCSA is mandated to convert to the Statewide CCSAS system effective July 1, 2007. Certain data clean up activities must be completed by the cut over date of July 1, 2007. Existing staff are expected to continue to work their

caseloads, complete training, and also complete additional conversion activities. Staff are already working overtime to complete as much of the workload as possible. The advantage to increasing the scope of work and funding amount is that the contractor has the staff with specialized knowledge to be able to assist with and ensure the timely required clean up.

Is the general fund affected?

No

Future fiscal impact:

There is no impact to future fiscal years as the LCSA is converting to the new system July 1, 2007 and this contract will expire June 30, 2007.

Consequences if not approved:

The LCSA will have to exercise its right to mandated overtime to already overloaded staff. Additionally, the LCSA risks not completing the required clean up work timely, thus impeding correct conversion of data to the new system, potentially negatively affecting customers with incorrect data conversion. This may include incorrect wage withholding to Non-Custodial parents which will mean a negative financial impact to the families we serve, or delayed processing of legal actions which result in programmatic non-compliance.

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

Napa will convert to the California Child Support Automated System (CCSAS) effective July 1, 2007. The CCSAS system requires additional review and clean up of data in the existing automated system for the accurate conversion to the new system. Informatix is the current automated system support provider and has specialized staff that understand data processing and its conversion to the new system. This particular level of expertise does not exist within the LCSA. The contractor has provided the LCSA with staff that were previously employed by the LCSA that understand Napa's internal data processing and procedures. However, under this agreement, Informatix, Inc. provides a very limited scope of work. As we near the cut over date, additional data clean up has been identified and existing staff can not absorb additional duties without requiring mandated overtime for all staff. Approval of this amendment would enable the LCSA to expand the scope of work performed by the contractor and add the additional funding required to compensate the contractor for the additional time and labor that is required in order to successfully convert to the CCSAS system.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan