



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/15/2017

Agenda Placement: 6H

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Tracy Cleveland for Greg Clark - Agricultural Commissioner  
Agricultural Commissioner

**REPORT BY:** Candace Fiske, Staff Services Analyst I - 253-4958

**SUBJECT:** Agreement with Statewide Soft, Inc. to Maintain Weights & Measures and Agriculture Databases

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### **RECOMMENDATION**

Agricultural Commissioner/Sealer of Weights & Measures requests approval of and authorization for the Chair to sign an agreement for Statewide Soft, Inc. for a maximum of \$4,000 for the term August 15, 2017 through June 30, 2018 with a provision for five (5) automatic fiscal year renewals at the county's option for support and maintenance of two database software programs, California Agricultural Reporting and Tracking System (CARTS), and Device Registration and Billing System (DRBS).

### **EXECUTIVE SUMMARY**

Approval of the recommended action will authorize Statewide Soft, Inc. to provide yearly maintenance, support, and system upgrades on two database software programs, CARTS and DRBS for fiscal year 2017/2018. These programs assist the Department with program tracking, billing, and State mandated reporting.

Statewide Soft, Inc. is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Agricultural Commissioner
Is it Mandatory or Discretionary?	Mandatory

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Is the general fund affected? Yes

Future fiscal impact: This is an annual agreement with no future fiscal impact past the stated ending date of June 30, 2018.

Consequences if not approved: If this item is not approved, the Department would not have a reliable or accurate database to collect information mandated by the State.

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**

Statewide Soft, Inc. shall support, maintain, upgrade, and train County staff on two database software programs, CARTS and DRBS.

CARTS gathers daily activity information in all agricultural program areas under the Agricultural Commissioner's authority and generates monthly reports that are used to compile departmental reports required by CDFA. CARTS is used by employees at workstations to document programmatic activities, hours and mileage. As programs and priorities change, required reporting forms need upgrading.

DRBS is a software program designed to store, track, and make available information on all Weights and Measures time and inspections conducted by the Napa County Department of Agriculture, Weights & Measures. The application links to the device registration program and uses registration information data to fill in inspection reports. The program is designed to be used in the office on a server and/or on a tablet in the field.

Statewide Soft, Inc. is not a local vendor but was chosen due to their unique and specialized knowledge of State mandated tracking and reporting.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri