



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/10/2019

Agenda Placement: 6J

## 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:** Shawn Smith, Supervising Staff Services Analyst - 707.259.8665

**SUBJECT:** Amendment No. 1 to Agreement 190297B with Intuitive Performance Solutions for Ongoing Support

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### **RECOMMENDATION**

Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 190297B with Intuitive Performance Solutions, Inc., increasing the agreement by \$4,950 to a maximum of \$8,250, with no other changes to the agreement, to assist with ongoing support for 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. Agreement No. 190297B, which included ongoing consulting support for the SAS Financial Management support team, was approved by the Board of Supervisors on April 23, 2019. Agreement 190297B, which included ongoing consulting support for the SAS Financial Management support team, was approved by the Board of Supervisors on April 23, 2019. On August 20, 2019, the Board of Supervisors approved Agreement 200085B to upgrade our system from 5.5 to 5.6. This amendment is intended to allow IPS to assist with ongoing support in between SAS upgrades.

Since the approval of the support agreement there are additional support needs, such as system changes, application updates, and general assistance related to the County's SAS Financial Management system. The ITS division estimates 50 hours is a more accurate indicator of the support hours now required to ensure SAS budgeting module is working effectively in preparation for the FY20-21 budget cycle. ITS is seeking approval to amend Agreement No. 190297B with IPS to increase ongoing support hours for the SAS Financial Management (FM) system.

IPS is not a local vendor.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Agreement is unbudgeted for current fiscal year, but funding is available within the FY19-20 ITS Adopted budget. Funds will be included in future ITS budgets.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
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. Agreement 190297B, which included ongoing consulting support for the SAS Financial Management support team, was approved by the Board of Supervisors on April 23, 2019. On August 20, 2019, the Board of Supervisors approved Agreement 200085B. As of result of SAS changing its use of embedded Flash technology to HTML5 technology, consulting support from IPS was needed to upgrade our system from 5.5 to 5.6.

Since the approval of the support Agreement 190297B, there are additional support needs related to the County's SAS Financial Management system. The ITS division estimates 50 hours is a more accurate indicator of the support hours now required to ensure SAS budgeting module is working effectively in preparation for the FY20-21 budget cycle. This includes requests for system changes, application updates, and general support for the County's SAS FM support team. Amending the agreement will allow ITS to continue to utilize IPS' ongoing support to the County's SAS Financial Management budgeting application.

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 amend Agreement No. 190297B with IPS to increase consulting hours, for a new maximum of \$8,250 for ongoing support of the SAS Financial Management (FM) system.

Intuitive Performance Solutions, Inc. is not a local vendor. There is no local vendor who has the level of expertise with SAS Financial Management. Intuitive Performance Solutions, Inc.

#### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi