



County Executive Office

Memorandum

December 5, 2019

To: Clerk of the Board of Supervisors

From: Frank Kim, County Executive Officer

*McGline
for*

Subject: Exception to Rule 21

RECEIVED
2019 DEC -5 PM 2:56
CLERK OF THE BOARD
OF SUPERVISORS
ORANGE COUNTY
BOARD OF SUPERVISORS

S29D

The County Executive Office is requesting a Supplemental Agenda Staff Report for the December 10, 2019, Board Hearing.

Agency: County Executive Office

Subject: Approve CGI Technology and Solutions Agreement for Performance Budgeting Upgrade

Districts: All Districts

Reason for supplemental: The County Executive Office is requesting that this item be added to the December 10, 2019, Board agenda as a Supplemental Item to allow the project to begin on December 16, 2019. This Agenda Staff Report and attachments were finalized after the filing deadline to the Clerk of the Board.

Concur:

Lisa A. Bartlett

Chairwoman Lisa A. Bartlett, Supervisor, Fifth District

cc: Board of Supervisors
County Executive Office
County Counsel



**SUPPLEMENTAL AGENDA ITEM
 AGENDA STAFF REPORT**

MEETING DATE: 12/10/19
LEGAL ENTITY TAKING ACTION: Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S): All Districts
SUBMITTING AGENCY/DEPARTMENT: County Executive Office
DEPARTMENT HEAD REVIEW: *M. Maguire*
Department Head Signature
DEPARTMENT CONTACT PERSON(S): Jaime Martinez (714)834-4104
 Maribel Garcia (714)834-3495

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SUBJECT: Approve CGI Technology and Solutions Agreement for Performance Budgeting Upgrade

CEO CONCUR

M. Maguire
CEO Signature

COUNTY COUNSEL REVIEW

Approved Agreement to Form
Action
[Signature]
County Counsel Signature

CLERK OF THE BOARD

Discussion
 3 Votes Board Majority

Budgeted: Yes

Current Year Cost: \$775,794

Annual Cost: See Financial Impact Section

Staffing Impact: No

of Positions:

Sole Source: Yes

Current Fiscal Year Revenue: N/A

Funding Source: GF: 100%

County Audit in last 3 years No

Prior Board Action: 6/25/2013 #50

RECOMMENDED ACTION(S)

Authorize the Auditor-Controller or designee to issue a sole source contract with CGI Technologies and Solutions Inc. to provide professional services, third-party software and associated software licensing for upgrade of the County's Performance Budgeting System, effective December 11, 2019, through June 30, 2020, in an amount not to exceed \$775,794.

SUMMARY:

Approval of the sole source contract with CGI Technologies and Solutions Inc. will ensure the County's budgeting system is operationally supported and in alignment for future software revisions and will allow the County to take advantage of improvements and new functionalities, ensure the latest security measures are in place and provide all associated systems and departments the ability to maintain current Internet browser levels.

BACKGROUND INFORMATION:

The County's Performance Budgeting system (PB) is a vital component of the County's infrastructure. PB is an integrated component of the County's current CAPS+ Enterprise Resource Planning suite of software, which includes the Finance and HR\Payroll systems. On June 25, 2013, the Board of Supervisors (Board) approved the Budget Reporting and Analysis Support Systems to PB upgrade project. The County implemented PB version 3.10 in 2014. An upgrade to version 4.1 is required to mitigate the risk of operating on an unsupported system.

PB is required for the County to manage and report financial functions in an efficient, cost-effective and responsive manner. The County Budget Office uses this web-based application for long-range strategic financial planning and to prepare and balance annual operating budgets. PB is a sophisticated system requiring regular program maintenance to stay abreast of system improvements and IT environment changes.

PB is licensed to the County by CGI Technologies and Solutions Inc. (CGI). CGI releases updates to the software periodically, offering new functionality with each release. In order to receive patches to PB, the County must stay within two major releases of the current software version offered. Staying current with the growing technology will allow the County to take advantage of improvements made to the software, ensure the latest security measures are in place and allow all associated systems and departments the ability to upgrade existing desktop browsers and be in compliance with other applications.

This is a sole source contract with CGI and a completed Sole Source Request form is attached to this Agenda Staff Report. The Contractor's performance has been confirmed as satisfactory. The County Executive Office has verified there are no concerns that must be addressed with respect to Contractor's ownership/name, litigation status or conflicts with County interests. This contract does not currently include subcontractors or pass through to other providers. See Attachment C for Contract Summary Form.

FINANCIAL IMPACT:

The PB upgrade project was approved by the Board as part of the FY 2019-20 Annual Budget for the CAPS Program budget with an estimated one-time project expense of \$1,682,625. However, negotiations with CGI resulted in a cost of \$865,794, with savings of \$816,831. Appropriations for this Contract are included in the Budget Control 014 FY 2019-20 Budget.

The project budget is comprised of the following one-time costs:

CGI Fixed Price Contract (PB Upgrade)	\$ 775,794
Hardware Upgrade Estimate	90,000
Upgrade Total Expense	\$ 865,794
Estimated Budget Savings	\$ 816,831

Ongoing expenses covered within existing appropriations in the CAPS Program budget:

	FY 19-20	FY 20-21
Current PB & Third Party Bundled Software Maintenance and License Fees	\$ 201,265	\$ 207,303

Required PB Upgrade Third Party Bundled Software Changes Maintenance and License Fees	\$ 19,427	\$ 12,213
Total PB & Third Party Bundled Software Maintenance and License Fees*	\$ 220,692	\$ 219,516

* Maintenance Contract #MA-003-11012413 amendment to be presented to Board during FY 2019-20

STAFFING IMPACT:

The PB upgrade project will not require the addition of any regular or part-time employees. The project will be staffed by CGI subject matter experts, County staff who currently support PB and a small team of volunteers from County departments for user acceptance testing.

REVIEWING AGENCY:

Auditor-Controller

ATTACHMENT(S):

Attachment A – Contract MA-003-20010753

Attachment B – Sole Source Request MA-003-20010753

Attachment C – Contract Summary MA-003-20010753