



Agenda Submittal

Agenda #: 5 **Status:** Consent Calendar
Type: Miscellaneous **Department:** Information Technology - Registrar of Voters
File #: 19-212 **Contact:** Tim Flanagan, 784-2703
Agenda date: 4/2/2019 **Final action:** 4/2/2019
Title: Ratify a purchase order with Marathon TS Inc. for \$91,111.96, which includes an increase of \$18,311.96, to allow for final payment for project management services provided to the County for the Solano County Integrated Property System (SCIPS) replacement project
Governing body: Board of Supervisors
District: All
Attachments: 1. Minute Order

Date	Ver.	Action By	Action	Result
4/2/2019	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of Information Technology recommends that the Board of Supervisors ratify Purchase Order D0121541 for \$91,111.96 which includes an increase of \$18,311.96 to allow for final payment for project management services for the Solano County Integrated Property System (SCIPS) replacement project.

SUMMARY:

Ratification of Purchase Order D0121541 with Marathon TS Inc. for \$91,111.96 is required for payment of project management services delivered for the Solano County Integrated Property System (SCIPS) project due to final amount exceeding delegated purchasing authority.

FINANCIAL IMPACT:

Budget appropriations have been allocated for this project in the Department of Information Technology's FY2018/19 budget. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

DISCUSSION:

On April 4, 2017, agenda item 16 17-218, the Board of Supervisors authorized the Department of Information Technology, Auditor-Controller, Assessor/Recorder, and Treasurer-Tax Collector-County Clerk to proceed with the replacement of the and authorized the County Administrator to negotiate a contract for software and professional services with Thomson Reuters. At that time, the project stake holders determined that a third-party contracted project manager would be needed prior to the kickoff of the project and the expectation was that a kick-off would occur in August or September of 2018.

From July 22, 2018 through December 1, 2018 the contracted project manager performed project management related activities through Marathon TS, Inc., including the development of project management

documentation, coordination of project meetings, attending the Thomson Reuters Synergy conference in Riverside, and networking with other counties in various phases of their property systems modernization initiatives. Effective December 1, 2018, the project management function and existing project manager transferred to Avenu Insights & Analytics.

Therefore, the Department of Information Technology is recommending that the Board ratify purchase order D0121541 for a total of \$91,111.96 with Marathon TS Inc. for project management services due to services that exceeded delegated authority.

Project Status

From the signing of the Thomson Reuters contract, County staff have been actively pursuing a start date and kick-off for the project. Due to the vendor's resource constraints, the project was delayed. During this period, staff has continued to acquire and configure hardware and software resources needed for the data conversion phase (Phase 0) and gather initial data and report information in preparation for the initial Phase 0 workshops. Project officially began on February 25, 2019 with the 3-day project kick-off that was facilitated by our contracted Project Manager.

The outcome of the project kick-off was a roadmap for our technical and functional teams to use to begin the complicated process of data conversion into the new system. The work to begin this data conversion starts immediately and is expected to last more than a year. Better estimates on overall scope of time for the project will be available after further study of the detailed technical data conversion requirements.

ALTERNATIVES:

The Board could choose to not ratify the increase, but this is not recommended as Solano County received the provided project management services.

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION