



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Information Services Department

DATE: March 10, 2008
BOARD MEETING DATE: March 25, 2008
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: Chris Flatmoe, CIO/Director of Information Services Department
SUBJECT: Amendment to the Agreement with Croft Systems, Inc.

RECOMMENDATION:

Adopt a Resolution authorizing the Board to execute an Amendment to the Agreement with Croft Systems, Inc. for consulting services, increasing the Agreement amount by \$125,700 for an amount not to exceed \$402,100 and extend the term from March 31, 2008 to September 30, 2008.

VISION ALIGNMENT:

Commitment: Ensuring responsive, effective and collaborative government by helping achieve the following goal:

Goal 20: Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain. This Agreement contributes to Goal 20 because the contracted services will enable the County to further reduce our dependency on the County mainframe in anticipation of rising mainframe costs.

The Amendment to the Agreement will ensure the success of the project to migrate County Payroll (PIPS) off of the County mainframe without disruption to County users.

Performance Measure(s):

Measure	FY 2007-08 Actual	FY 2008-09 Projected
Percent of Information Technology Availability <Availability of PIPS to County users >	99.8%	99.8%

BACKGROUND:

On January 23rd, 2007, your Board approved Resolution 068491, allowing the Information Services Department to retain a Project Manager, through Croft Systems, Inc. to manage the PIPS migration off of the County mainframe. On December 6, 2007, the Information Services Department CIO, approved an Amendment to the Agreement increasing the amount by \$25,000 for a new amount of \$276,400 and extended the term to March 31, 2008. In addition to working on the mainframe, this Project Manager has provided programming assistance to ensure PIPS remains compliant with the Fair Labor Standards Act (FLSA). As a result, the migration project to move PIPS off of the County mainframe, while progressing well, required adjustments to project plans and timelines.

DISCUSSION:

Given the complexity of the PIPS System while considering the fact that any changes to PIPS affect employee payroll, we recommend that the Project Manager services currently provided by Croft Systems, Inc. be extended through the completion of the PIPS migration project.

The Project Manager assigned to this migration project has over 17 years consulting experience on the vendor's product and has been assisting the County with the FLSA project. We have found him to be quite knowledgeable. He has demonstrated that he understands the County environment and has proven to be a valuable asset for the PIPS migration project team. In addition, Croft Systems, Inc. has agreed to invoice at an hourly rate of \$105 per hour which is below the market average of \$150 per hour. Therefore, we believe that it is in the County's best interest to execute the Amendment.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

County Counsel has reviewed and approved this Amendment as to form.

FISCAL IMPACT:

The term of this Agreement is from January 23, 2007 to September 30, 2008. The total obligation for this Agreement will not exceed \$402,100. The funding for this Amendment has been included in the FY 2007-08 Adopted Budget and will be included in the 2008-09 Proposed Budget.