WASHOE COUNTY

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STAFF REPORT
BOARD MEETING DATE: June 9, 2015

DATE: May 20, 2015

TO: Board of County Commissioners

FROM: Craig Betts, CIO, Technology Services, Email: cbetts@washoecounty.us, Phone: 775-328-2355

SUBJECT: Approve Fiscal Year 2015/2016 renewal of contracts and service agreements above $100,000 to be approved as a group by the Board of County Commissioners and authorization for the Purchasing Contracts Manager to sign the contract renewals, as they come due, with approval from the District Attorney or Risk Management when necessary as follows:
General Fund
- Thomson Reuters, not to exceed [$300,000] - Software Maintenance Agreement for the Treasurer's Tax System and the Assessor's Personal Property Data Basic Support.
- SAP, Renewal of SAP Financial Software System Software Maintenance Agreement, not to exceed [$300,000].
(All Commission Districts.)

SUMMARY
Rather than submit each request to the Board of County Commissioners separately, the Technology Services Department is respectfully requesting approval to bring each of the Fiscal Year 2015/2016 listed contracts to the Purchasing Contracts Manager for his signature or approval after said contracts have been approved by the District Attorney, Budget Office and/or Risk Management when necessary.

Washoe County Strategic Objective supported by this item: Stewardship of our Community

PREVIOUS ACTION
Similar lists were approved by the Board on May 26, 2009, May 25, 2010, May 24, 2011, May 22, 2012, May 28, 2013 and June 17, 2014. These fiscal year approvals authorized the Purchasing and Contracts Manager to sign routine technology maintenance and service contracts throughout the year after contracts were reviewed and approved by the District Attorney, Budget Office and/or Risk Management when necessary.

AGENDA ITEM # #19

BACKGROUND

These are vendor maintenance agreements, service contracts and agreements with annual renewals budgeted in the Fiscal Year 2015/2016 Technology Services funds.

The purpose of this agenda item is to pre-approve those Fiscal Year 2016 contracts over $100,000 in one group thereby not having to go to the Board individually throughout the year as each renewal date comes up. As practiced, each contract may be reviewed as needed by the District Attorney and/or Risk Management and signed by the Purchasing and Contracts Manager.

All of the software contracts below were originally approved individually by the Board of County Commissioners, implemented and currently supported by Technology Services. These contracts are recommended or mandatory and critical for the reasons stated below:

> A "computer software maintenance contract" is a contract that obligates a vendor of computer software to provide to a customer in the future, enhancements or upgrades to prewritten computer software, support services with respect to prewritten computer software or both.

> A "mandatory computer software maintenance contract" is a computer software maintenance contract which the customer is obligated to purchase as a condition to acquiring prewritten computer software.

> Characterization of charges for mandatory and optional software maintenance contracts:

> 1) Charges for such computer software maintenance contracts are charges for the delivery of prewritten computer software and not charges for the delivery of services if the vendor is obligated to provide or provides only rewritten computer software upgrades or enhancements and is not obligated to provide services.

> 2) Charges for such computer software maintenance contracts are charges for the delivery of services and not for the delivery of prewritten computer software if the vendor is obligated to provide the customer only with support services and is not obligated to provide enhancements or upgrades to prewritten computer software.

> 3) Charges for such computer software maintenance contracts that include both charges for enhancements and upgrades and the charges for support services.

- <u>Thomson Reuters</u>: Eighth year of the Software Maintenance Agreement for the Treasurer's original Aumentum Tax System, formerly Manatron, software contract previously approved by the Board of County Commissioners, item 08-555, 5/27/08. Without updated tax tables and calculations for the Washoe County Tax Billing System, tax bills cannot be produced. Funding for this maintenance contract will remain within Technology Services' final Fiscal 2015/2016 funding level, combined with Assessor's below, not to exceed $300,000.

- <u>Thomson Reuters</u>: Renewal of the Assessor's Personal Property Data Software Maintenance Agreement for the Assessor's Personal Property Data System. In 2008, after the issuance of a request for proposal (RFP2635-080), Washoe

County contracted with Software Techniques Incorporated to provide the Assessor's Office with a Personal Property CAMA system, TDE. That system was fully implemented in April 2010. Since then, Manatron bought out Software Techniques Incorporated. The Board of County Commissioners approved the additional purchase of Manatron's Custom CAMA for Real Property, RDE software on May 24, 2011 and subsequently Thomson Reuters bought out Manatron. This is the fourth year of on-going maintenance for the Assessor's Personal Property Data System. Without data support, the Assessor's staff will not be able to process property tax assessments. Funding for this maintenance contract will remain within Technology Services' final Fiscal 2015/2016 funding level, included in the Treasurer's item above.SAP: Renewal of SAP Enterprise Software System Maintenance Agreement for all County Departments. SAP is the Board of County Commission approved Enterprise System for the County. Without SAP support packs for taxes and payroll, the County could not comply with Federal, State and County financial and personnel requirements. Funding for this maintenance contract will remain within Technology Services' final Fiscal 2015/2016 funding level, not to exceed $300,000.

FISCAL IMPACT

The Fiscal Year 2015/2016 Technology Services budget includes funding for these contracts. Technology Services continues to aggressively investigate and negotiate all on-going maintenance contracts, and where ever possible, attempts to achieve the best pricing and/or alternative options to ensure support at the least possible cost while working within directed spending reduction plans.

General Fund plan not to exceed [$600,000] – via Cost Center 108100 Technology Services Administration, 710210 Software Maintenance - for Thomson Reuters, not to exceed [$300,000]; SAP, not to exceed [$300,000].

RECOMMENDATION

It is recommended that the Board of County Commissioners approve Fiscal Year 2015/2016 renewal of contracts and service agreements above $100,000 to be approved as a group by the Board of County Commissioners and authorization for the Purchasing Contracts Manager to sign the contract renewals, as they come due, with approval from the District Attorney or Risk Management when necessary as follows:
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POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be to move to approve Fiscal Year 2015/2016 renewal of contracts and service agreements above $100,000 to be approved as a group by the Board of County Commissioners and authorization for the Purchasing Contracts Manager to sign the contract renewals, as they

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