



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Information Services



Date: March 24, 2015

Board Meeting Date: May 19, 2015

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Jon Walton, CIO/Director, Information Services Department

Subject: Amendment with Patricia Highlander for consulting services

RECOMMENDATION:

Adopt a resolution authorizing an amendment with Patricia Highlander for analyst consulting services to assist the Probation Department migration to the new Case Management System, increasing the contract amount by \$72,000 to an amount not to exceed \$218,200, and to extend the term to March 31, 2016.

BACKGROUND:

Per Resolution #072726 that was approved by your Board on August 6, 2013, the Information Services Department (ISD) requested that the Request for Purchase (RFP) process be waived because of Ms. Highlander's extensive experience migrating case management systems. Further, Ms. Highlander has over twenty years of experience working with the Merced County Probation Department. On August 6, 2013, the County entered into an agreement with Ms. Highlander to provide analyst consulting services to assist the Probation Department with its migration to the new Case Management System. On December 30, 2014, Amendment #1 was executed to extend the term date through February 28, 2015. On February 15, 2015, Amendment #2 was executed to increase the agreement amount by \$25,000 to an amount not to exceed \$146,200 and to extend the term through May 31, 2015.

DISCUSSION:

With the Board's approval, Ms. Highlander will continue to provide consulting services on a part time basis. She will train Probation's Departmental Systems Analyst to become the main resource for expertise on the new system. Due to her extensive experience with migrating case management systems and her previous experience with the Merced County Probation Department, Ms. Highlander can provide the County with not only case management program expertise but also systems expertise.

The resolution contains the County's standard provision allowing amendment of County's fiscal obligations by a maximum of \$25,000 (in aggregate).

County Counsel has reviewed and approved the resolution and amendment as to form.

Approval of this resolution contributes to the 2025 Shared Vision of a Collaborative Community by enabling the Probation Department to accurately respond in a timely and systematic manner to inquiries from Criminal Justice partners, and other local and regional Law Enforcement Agencies.

It is anticipated that the new Probation Case Management System will provide better access and more accurate statistical reports to the County's criminal justice partners. Through the use of an automated system, data will be available for use and inquiry by Criminal Justice Partners in a more timely manner.

PERFORMANCE MEASURE(S):

Measure	FY 2013-14 Actual	FY 2014-15 Projected
To accurately respond in a timely manner to information inquiries from Criminal Justice Partners and other local and regional Law Enforcement Agencies	45%	85%

FISCAL IMPACT:

Funding for this agreement, including this \$72,000 amendment, is included in the Probation Department's IT Budget with the Information Services Department to implement the new Probation Case Management System (PIMS). PIMS is a multiyear project and is included in project funding in FY 2014-2015 and FY 2015-2016.