

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

November 15, 2022

FROM

ENSEN MASON, Auditor-Controller/Treasurer/Tax Collector

SUBJECT

Amendment to Agreement with KnowledgeLake, Inc. for Cloud Service Subscription

RECOMMENDATION(S)

Approve **Amendment No. 1** to Software License Exchange Agreement and Cloud Service Subscription **Agreement No. 20-1125** with KnowledgeLake, Inc. for subscription software as a service, accepting the Cloud Renewal Quote to extend the annual cloud subscription for an additional 24 months, for the total contract period of November 30, 2020, through November 29, 2024, and increasing the total contract amount by \$66,402, from \$62,325 to \$128,727.

(Presenter: John Johnson, Assistant Auditor-Controller/Treasurer/Tax Collector, 382-7004)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

This item will not result in the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation has been included in the Auditor-Controller/Treasurer/Tax Collector's (ATC) 2022-23 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

In February 2013, ATC implemented a Microsoft SharePoint (SharePoint) enterprise system and selected KnowledgeLake, Inc. (KnowledgeLake) to provide its image-capturing software. KnowledgeLake's cloud service subscription provides the tool for the ongoing capture, indexing, and retrieval of digital images automatically scanned into SharePoint and shared across ATC's business units.

Since the partnership and integration with KnowledgeLake, ATC has strengthened its business functions by automating the department's high-volume document processes and modernizing existing procedures. Custom developed automated workflows have streamlined the approval processes and greatly improved operations. The improvements are based on indexed keywords, robotic email routing and processing, and management's visibility to review and monitor jobs and proactively detect errors.

The recommended amendment with KnowledgeLake will allow ATC to continue using the current capabilities and processes in place and provide potential solutions for a wider deployment that can deliver additional time and cost savings throughout the department.

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PROCUREMENT

On November 17, 2020 (Item No. 28), the Board of Supervisors approved Software License Exchange Agreement and Cloud Service Subscription Agreement No. 20-1125 (Agreement) with KnowledgeLake for subscription software as a service for the two-year period of November 30, 2020, through November 29, 2022, in the amount of \$29,124 for year one and \$33,201 for year two, for a total amount of \$62,325.

The Agreement with KnowledgeLake has an indefinite term that remains in effect for as long as there is an order form in effect. Upon acceptance of the Cloud Renewal Quote for the new two-year term ending November 29, 2024, the quote becomes an active order that is incorporated into the Agreement.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Bonnie Uphold, Supervising Deputy County Counsel, 387-5455) on October 14, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on October 20, 2022; Finance (Penelope Chang, Administrative Analyst, 387-4886) on October 24, 2022; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on October 28, 2022.

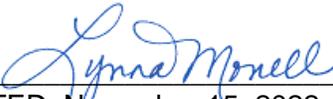
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Janice Rutherford
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Curt Hagman, Joe Baca, Jr.
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: November 15, 2022



cc: ATC- Le w/agree
Contractor- C/O ATC w/agree
File- w/agree
LA 11/18/2022