

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

June 22, 2021

FROM

JASON ANDERSON, District Attorney

SUBJECT

Amendment to Contract with Microsoft Corporation for Integrated Justice Case Management System – Phase IV

RECOMMENDATION(S)

1. Approve **Amendment No. 4** to **Contract No. 19-776** (Work Order T002198-251306-296790) with Microsoft Corporation, effective June 23, 2021, in the amount of \$805,060, increasing the total amount from \$1,922,471.20 to \$2,727,531.20, to design and configure required functionality in the District Attorney's new case management system prior to implementation.
2. Authorize the Purchasing Agent to issue future change orders up to \$10,000 to change the project hours within and between tasks, change non-financial/non-material terms, and sign corresponding amendments to Work Order T002198-251306-296790 with Microsoft Corporation, subject to County Counsel review.
3. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments to the District Attorney's 2020-21 budget, as detailed in the Financial Impact section (Four votes required).

(Presenter: Michael Fermin, Chief Assistant District Attorney, 382-7714)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

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

Pursue County Goals and Objectives by Working with Other Agencies.

FINANCIAL IMPACT

Approval of this item will not result in the need for additional Discretionary General Funding (Net County Cost). The \$805,060 cost of Amendment No. 4 with Microsoft Corporation (Microsoft) was not included in the 2020-21 Adopted Budget but will be funded by one-time savings within the District Attorney's (Department) existing 2020-21 budget allocation. Historically, the Department has been able to achieve cost savings as a result of efficiency and staffing vacancies and has returned Discretionary General Funding at year end. Budget adjustments are requested as follows.

Fund Center	Commitment Item	Description	Action	Amount
4500001000	51001010	Regular Salary	Decrease	(\$805,060)
4500001000	52002445	Other Professional & Specialized Services	Increase	\$805,060

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BACKGROUND INFORMATION

The Department is the public prosecutor and has the mandated responsibility to prosecute crimes committed within the County pursuant to Government Code 26500. The Department shares information with other law enforcement agencies, including providing case information to the Superior Court. The Department's case management system, Standardized Tracking and Reporting (STAR) was developed in 1996. STAR is outdated and is being replaced by a new case management system, STAR:TNG developed by Microsoft Corporation (Microsoft).

On December 10, 2019 (Item No. 16), the Board of Supervisors (Board) approved Contract No. 19-776 with Microsoft for Phase IV, the last phase of the development and configuration of STAR:TNG. The Department planned to go live in the fall of 2020. However, in March 2020 due to COVID-19, the State shut down and only allowed essential businesses to operate. Microsoft staff transitioned to working remotely, and no longer worked onsite with the benefit of working alongside departmental staff. Because of the changes to operations and remote work requirements, user acceptance testing and the go-live date for STAR:TNG was delayed. When COVID-19 related restrictions began to lift, the Department was able to continue working toward a new go-live date. To be as efficient as possible, a comprehensive user acceptance testing plan was scheduled in conjunction with the staff training plan.

As Department staff began to test STAR:TNG, they identified several functions that required changes prior to the go-live date to maximize the capability of the new system and ensure efficient work processes. These functionalities include creating subpoenas in bulk and editing them prior to issuance, preventing duplicate entries of witnesses, victims, suspects or defendants, creating an easy to navigate network of fields to allow faster case or attorney retrieval, the ability to mask confidential information, and better tracking of cases that the Department has turned down. Additional requirements include the ability for supervisors to manage case workloads and manage cases that are filed directly with the Superior Court.

Approval of Amendment No. 4 to Contract No. 19-776 will enable these changes to be made at a cost of \$805,060. The Department estimates that the new go-live date will be in the Fall of 2021. Thereafter, any changes will consist of improvements and enhancements on an as-needed basis. The improvements and enhancements will most likely be in response to legislative changes and require the Department to track different aspects of case information.

PROCUREMENT

County Policy 11-04 requires departments to obtain Board approval for the competitive and non-competitive purchase of services exceeding \$200,000 annually. Amendment No. 4 to Contract 19-776 is a continuation of work performed by Microsoft. Purchasing supports amending the contract for Phase IV for the additional scope of work and cost increase.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Katherine Hardy, Deputy County Counsel, 387-5455) on June 8, 2021; Purchasing Department (Leo Gomez, Purchasing Manager, 387-2063) on June 8, 2021; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on June 10, 2021; Finance (Carolina Mendoza, Administrative Analyst III, 387-5404) on June 9, 2021; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-5423) on June 9, 2021.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 22, 2021



cc: DA- Walker w/agree
Contractor- C/O DA w/agree
File- w/agree
LA 06/24/2021