

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

August 22, 2023

FROM

**DON DAY, Director, Project and Facilities Management Department
TERRY THOMPSON, Director, Real Estate Services Department**

SUBJECT

Contract Amendment with Robert Stephen Consulting, LLC for Software Consulting Services

RECOMMENDATIONS

Approve **Amendment No. 1 to Contract No. 20-324** with Robert Stephen Consulting, LLC, to provide additional modules to the Archibus System software and provide a revised scope of services, increasing the contract amount by \$198,350, from \$767,529 to a total contract amount of \$ 965,879, with no change to the contract term of June 2, 2020, through May 31, 2025.
(Presenter: Don Day, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

**Improve County Government Operations.
Operate in a Fiscally-Responsible and Business-Like Manner.
Promote the Countywide Vision.**

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The total cost for services under this Contract No. 20-324 (Contract) with Robert Stephen Consulting, LLC (RSC) will not increase during the term of the contract. Sufficient appropriation and revenue are included in Real Estate and Project and Facilities Management's operational budget.

BACKGROUND INFORMATION

The Real Estate Services Department (RES D) and Project and Facilities Management Department (PFMD) utilize the Archibus System software (Archibus) for County building inventory, real estate management, facilities management work requests, and energy management systems. Archibus requires each client to utilize an approved Business Partner to enable continuity in the use of the Archibus product and technical support. The Business Partner is the technical/product expert and is required as a pass through for payment of the Archibus licensing.

RSC began serving as RESD's Archibus Business Partner on or about 2006. As a Business Partner, RSC has provided valuable services to RESD over an extended period, providing expert knowledge of Archibus, creating code that does relational mapping to retrieve data from the Archibus database., data report preparation, development of additional data and data support systems (as provided by Archibus, etc.), and processing software licensing fees, thereby facilitating ongoing development and customization of Archibus for RESD.

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In or around February 2023, RESD and PFMD met with RSC to discuss recommended actions necessary to proactively enhance the existing Archibus to maximize the benefit of its powerful data management capabilities.

On February 24, 2023, RSC provided a needs assessment proposal consisting of three add-on software modules to the existing Archibus platform. The add-on modules include the On-Site Mobile module that will provide staff the ability to submit, receive, and update Facilities Management work requests to maintain County facilities on their mobile devices; the Enterprise Move Management module that will provide RESD and PFMD staff with the ability to plan for future department moves and model potential occupancy changes; and the Enterprise Asset Management module that will provide Facilities Management staff with a detailed overview of all equipment at County facilities including warranties, service contracts, and the equipment life span for capital planning. The addition of these modules will modernize business practices, allowing both RESD and PFMD to operate in a more efficient and proactive manner, ensuring the highest level of service provided to County infrastructure.

PROCUREMENT

On June 2, 2020 (Item No. 32), the Board of Supervisors (Board) approved the Contract with RSC, in the amount of \$767,529, for the period of June 2, 2020, through May 31, 2025, to provide professional software consulting services for Archibus.

This is a contract amendment permitted by the terms of the contract and requires no additional procurement.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Katherine Hardy, Deputy County Counsel, 387-5455) on July 12, 2023; Purchasing (Michelle Churchill, Supervising Buyer, 387-2070) on July 12, 2023; Project and Facilities Management (Jennifer Costa, Chief of Facilities Management, 387-2920) on July 12, 2023; Finance (Garrett Baker, Administrative Analyst, 387-5285) on July 24, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on July 24, 2023.

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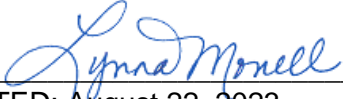
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY



DATED: August 22, 2023



cc: RESD - Ayala w/agree
Contractor - c/o RESD w/agree
File - w/agree
CCM 08/30/2023