

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

**April 8, 2025**

**FROM**

**DON DAY, Director, Project and Facilities Management Department**

**TERRY W. THOMPSON, Director, Real Estate Services Department**

**SUBJECT**

Amendment to Contract with Langan CA, Inc. for Archibus System Software Consulting Services

**RECOMMENDATIONS**

Approve **Amendment No. 3 to Contract No. 20-324** with Langan CA, Inc., for software consulting and technical support services to the Archibus System software, increasing the not to exceed contract amount by \$112,000, from \$965,879 to \$1,077,879, and extending the term by seven months, for a total contract period of June 2, 2020, through December 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 the recommended contract amendment will not require Discretionary General Funding (Net County Cost). The total cost for services under Contract No. 20-324 (Contract) with Langan CA, Inc. (Langan) will not exceed \$1,077,879 for the period of June 2, 2020, through December 31, 2025. Payments for this contract will be made from the Project & Facilities Management Department (PFMD) budget (7301001000). Sufficient appropriation is included in the 2024-25 PFMD budget and will be included in the 2025-26 Recommended Budget.

**BACKGROUND INFORMATION**

The Real Estate Services Department (RESA) and 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 software licensing.

Robert Stephen Consulting, LLC (RSC) began serving as RESA's and PFMD's Archibus Business Partner on or about 2006. As a Business Partner, RSC provided valuable services to RESA and PFMD over an extended period, providing expert knowledge of Archibus, back-end

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coding, reports preparation, development of additional systems, and processing licensing fees. This allowed RESD and PFMD to facilitate ongoing development and customization of Archibus.

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 term of June 2, 2020, through May 31, 2025, to provide professional software consulting services for RESD and PFMD.

On August 22, 2023 (Item No.49), the Board approved Amendment No. 1 to the Contract, revising the scope of work to include additional modules and support services and increasing the contract amount by \$198,350, from \$767,529 to \$965,879, with no change to the Contract term of June 2, 2020, through May 31, 2025.

On January 14, 2025 (Item No. 43), the Board approved Amendment No. 2 to the Contract, assigning the Contract to Langan, with no change to the contract amount of \$965,879, or the term of June 2, 2020, through May 31, 2025.

PFMD and RESD now recommend approval of this amendment to allow the County's continued use of Archibus with software consulting and technical support services.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on March 7, 2025; Purchasing (Dylan Newton, Buyer III, 387-3377) on March 11, 2025; Project and Facilities Management (Jennifer Costa, Chief of Facilities Management, 387-2920) on March 12, 2025; Finance (Eduardo Mora, Administrative Analyst, 387-4376) on March 19, 2025; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on March 24, 2025.

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: April 8, 2025



cc: PFMD - Ayala w/agree  
Contractor - c/o PFMD w/agree  
File - w/agree

CCM 04/10/2025