

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

**June 14, 2022**

**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. 6**, effective July 1, 2022, to **Contract No. 19-776** (Work Order No. T002198-251306-296790) with Microsoft Corporation for post-implementation enhancements and transition to a new vendor to support the District Attorney Office's new case management system, increasing the contract amount by \$342,900, from \$3,697,331 to the total contract amount of \$4,040,231 and extending the term for an additional six months, for a total contract term of December 10, 2019 through December 31, 2022.
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 No. T002198-251306-296790 with Microsoft Corporation, subject to County Counsel review.
3. Direct the Purchasing Agent to transmit all documents related to this amendment, including any subsequent non-substantive change orders, to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Michael Fermin, Chief Assistant District Attorney, 382-3662)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The increased cost of \$342,900 for the recommended amendment with Microsoft Corporation (Microsoft) will be funded with the District Attorney's Office (Department) existing budget allocation. Adequate appropriation and revenue are included in the Department's 2021-22 budget and will be included in the 2022-23 recommended budget.

**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. Law enforcement agencies submit crime reports and investigative information to the Department for review and potential prosecution. The Department submits cases electronically with the Superior Court to start the prosecution process.

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In the fall of 2021, the Department transitioned from its legacy case management system to its new case management system, STAR:TNG. There were four phases during the development and implementation of STAR:TNG, and the Department contracted with Microsoft to develop each phase. The Board of Supervisors (Board) approved Phase I on May 24, 2016 (Item No. 70), Phase II on June 13, 2017 (Item No. 46), Phase III on September 25, 2018 (Item No. 19), and Phase IV on December 10, 2019 (Item No. 16).

There are five amendments to Phase IV, some of which were administrative changes approved by Purchasing. On December 14, 2021 (Item No. 35), the Board approved Amendment No. 5 to extend the contract an additional six months. This allowed Microsoft additional time to help the Department transition from the old case management to STAR:TNG and to make minor adjustments to the system to improve functionality for end users. Amendment No. 5 will expire June 30, 2022. The Department has started to transition from the Microsoft development team to a vendor who will provide maintenance and support on a daily basis. However, the Department needs to allow time for knowledge transfer from Microsoft to the new vendor and to avoid potential disruptions in operations during the transition. The Department requests approval of Amendment No. 6, a six-month extension, to allow the new vendor to learn the infrastructure of STAR:TNG and the Department's business processes.

STAR:TNG was designed and built on a platform (Microsoft Dynamics 365) that offers the flexibility and scalability to adapt quickly to the evolution of the Department's business needs. STAR:TNG is cloud-based and contains additional features and functionality that was not provided by the old legacy system. In addition, some manual business processes have been automated, such as providing a discovery evidence portal for defense attorneys to download files from the case management system instead of picking a paper copy or a flash drive in person.

Although the Department implemented STAR:TNG in the fall of 2021, there were enhancements that the Department had delayed so that implementation could proceed. The delayed enhancements include refining the discovery portal, improving interfaces with other agencies or departments including electronic filing with the Superior Court and case intake from other law enforcement agencies. Other enhancements include more automation for reporting, subpoenas, adding subsequent charges to suspects or defendants, and streamlining the data entry process for misdemeanor cases.

**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. 6 to Contract No. 19-776 is non-competitive due to a continuation of specialized services provided by Microsoft during the transition to a new vendor for STAR:TNG maintenance and support. Purchasing concurs with the non-competitive justification of specialized services.

To start the transition and procure a new vendor, the Department released a Request for Proposal (RFP) on April 26, 2022 to solicit proposals for maintenance and support for STAR:TNG. In addition, the Department plans to have the new vendor start work on the delayed enhancements. The RFP closed at the end of May and the Department anticipates implementing the new contract during the summer of 2022. The Department will request Board approval and execution of the resulting contract per County Policy 11-04 or if the vendor requests terms that require Board approval.

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**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Katherine Hardy, Deputy County Counsel, 387-5455) on May 24, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 24, 2022; Finance (Kathleen Gonzalez, Administrative Analyst III, 387-5412) on May 24, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 26, 2022.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Dawn Rowe Seconded: Joe Baca, Jr.

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 14, 2022



cc: DA- Walker w/agree  
Contractor- C/O DA w/agree  
File- w/agree  
LA 06/15/2022