

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

January 24, 2023

FROM

CHAD NOTTINGHAM, Deputy Executive Officer, Innovation and Technology Department

SUBJECT

Purchase Orders to Precisely Software Incorporated for Software License and Support

RECOMMENDATION(S)

Authorize the Purchasing Agent to issue Purchase Orders to Precisely Software Incorporated in amounts not-to-exceed \$500,000 aggregate to purchase Code-1 Plus and United States Postal Database software license and support for the period of February 1, 2023, through January 31, 2033.

(Presenter: Chad Nottingham, Deputy Executive Officer, 387-4811)

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 Discretionary General Funding (Net County Cost). The Innovation and Technology Department (ITD) operating costs are recovered via service rates approved annually by the Board of Supervisors (Board). The not-to-exceed amount of \$500,000 in aggregate is for annual purchases of Code-1 Plus and United States Postal Database software license and support for the next ten years. The annual cost for 2022-23 is estimated to be approximately \$42,000. Sufficient appropriation is included in the ITD Computer Operations 2022-23 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

ITD's Enterprise Infrastructure Division manages the County's Enterprise Server (Mainframe). County departments, such as Central Mail, Tax Collector, Registrar of Voters, Human Resources Department, and ITD use applications that require Code-1 Plus and United States Postal Database software to validate, correct, and standardize address data. Code-1 Plus provides the maintenance for the software, while the United States Postal Database is the subscription service for the software. This software has been in use by the County since 1989 and continues to benefit the County by reducing the amount of returned mail due to invalid addresses.

Since 1989 the Purchasing Agent has issued purchase orders for this software based on County Policy 11-04 at the time. Over the years County Policy 11-04 has been updated. As a result, on January 12, 2016 (Item No. 23), the Board authorized the Purchasing Agent to issue a purchase order to Pitney Bowes Software, Inc. (now Precisely Software Incorporated) in the amount of \$29,328, plus applicable taxes, for the period of February 1, 2016, through January

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31, 2017, for Code-1 Plus and US Postal Database software license and support. On January 10, 2017 (Item No. 23), the Board authorized the Purchasing Agent to issue a purchase order to Pitney Bowes Software, Inc. from February 1, 2017, through January 31, 2018, in the amount of \$30,501, and authorized the Purchasing Agent to issue annual purchase orders for a five-year period from February 1, 2018, through January 31, 2023.

ITD recommends authorizing the Purchasing Agent to issue Purchase Orders to Precisely Software Incorporated (Precisely) in amounts not-to-exceed \$500,000 in aggregate for the period of February 1, 2023, through January 31, 2033, to allow ITD to continue to purchase Code-1 Plus and United States Postal Database software license and support to reduce the amount of returned County mail due to invalid addresses.

PROCUREMENT

Precisely's Code-1 Plus and United States Postal Database software is the only software solution that provides address data for the County's Enterprise Server. Precisely Software is the only vendor that can provide this software license, product upgrades and technical support. Purchasing concurs with the non-competitive justification for proprietary software license and support.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Bonnie Uphold, Supervising Deputy County Counsel, 387-5455) on December 27, 2022; Purchasing (Tevan Stremel, Buyer III, 387-2098) on December 22, 2022; Finance (Ivan Ramirez, Administrative Analyst, 387-4020) on December 29, 2022; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on January 6, 2023.

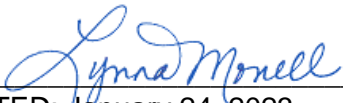
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: January 24, 2023



cc: File - Innovation and Technology
CCM 01/26/2023