

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

June 8, 2021

**FROM**

**ANDREW GOLDFRACH, Interim Director, Department of Public Health**

**SUBJECT**

Amendment to Contract with Data Ticket, Inc. for Administrative Citation Management Services

**RECOMMENDATION(S)**

Approve **Amendment No. 2**, effective July 1, 2021, to SAP **Contract No. 21-417** (4400002368) with Data Ticket, Inc. for the continued provision of administrative citation management services, increasing the total contract amount by \$25,000, from \$125,000 to \$150,000, and extending the contract period for an additional one year, for a total contract period of July 1, 2016 through June 30, 2022.

(Presenter: Andrew Goldfrach, Interim Director, 387-9146)

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

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The fines collected on behalf of the Department of Public Health's (DPH) Animal Care and Control Division offset the increase of \$25,000 to the contract with Data Ticket, Inc. Adequate appropriation and revenue will be included in DPH's 2021-22 recommended budget.

**BACKGROUND INFORMATION**

Under the proposed contract amendment, Data Ticket, Inc. will be responsible for processing citations, mailing delinquent notices to violators, collecting fees and penalties associated with the citations, scheduling and conducting appeal hearings specific to DPH Animal Care and Control (ACC). Data Ticket, Inc. will also track the status of each citation and provide monthly reports to the ACC. ACC will pay Data Ticket, Inc. a \$15 fee for each electronic citation, and a \$19 fee for each handwritten citation they process on ACC's behalf. A minimum charge of \$200 will be imposed for any given month in which the total amount of revenue received by Data Ticket does not amount to \$200.

The Administrative Citation process allows designated officers of the County to cite County Code violators with an administrative citation as an alternative to the use of criminal citations, as established by Government Code 53069.4. The penalty for each violation is \$100 for the first violation, \$200 for the second violation within the same year, and \$500 for the third and each subsequent violation within one year of the first violation. Late payment charges can also be imposed, as established in County ordinance, for payments received after the due date.

**Amendment to Contract with Data Ticket, Inc. for Administrative  
Citation Management Services  
June 8, 2021**

ACC is requesting this amendment with Data Ticket, Inc. to maintain the ability to utilize administrative citations for violations that deal with ordinance Code violations while allowing time to update and complete research in preparation for a planned procurement in 2021-22, with a resulting contract award to be effective July 1, 2022. At the time the procurement was initially considered, ACC was unable to locate another vendor who provides these specific administrative citation management services for animal care and control citations.

**PROCUREMENT**

Informal procurement was completed May 2016, for which only one proposal was received. Purchasing issued ePro Purchase Order (PO) No. 168635, and executed the corresponding contract in July 2016. Purchasing approved and executed Amendment No. 1 to SAP Contract No. 4400002368 (previously ePro PO No. 168635) in July 2019.

Prior research for a procurement for similar services completed by DPH in 2020 resulted in Data Ticket being the only proposer and qualified vendor. Based on this research and procurement, DPH is requesting approval for an additional one-year extension while updated research can be completed until another procurement is completed.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on May 17, 2021; County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on May 17, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392) on May 20, 2021; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 20, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on May 20, 2021.

**Amendment to Contract with Data Ticket, Inc. for Administrative  
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Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Janice Rutherford 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 8, 2021



cc: PH- Greswit w/agree  
Contractor- C/O PH w/agree  
File- w/agree  
LA 06/14/2021