



Legislation Text

File #: 23-0842, **Version:** 1

District Attorney's Office recommending the Board consider the following:

- 1) Approve and authorize the continuation of perpetual agreement 01-098-01 (Contract 276, 139-S0611) with the State of California Department of Justice for laboratory analysis services in the estimated annual cost of \$36,000;
- 2) Approve and authorize the Board Chair to execute Amendment II to Karpel Computer Systems, Agreement 6126, for Microsoft Office and M365 licenses in the estimated annual on-going cost of \$47,889.60; and
- 3) Approve and authorize the Board Chair to execute retroactive Amendment I to Karpel Computer Systems, Agreement 4038, for Case Management System on-going support fees in the estimated annual cost of \$79,500 (including storage fees) and additional one-time implementation cost of \$27,000 for new services, contingent upon County Counsel and Risk Management review and approval.

FUNDING: General Fund and Non-General Fund.

DISCUSSION / BACKGROUND

In accordance with Board Policy C-17, Departments are required to obtain authorization from the Board of Supervisors, initially, and on an annual basis, to utilize any contract that does not have a stated contract term and exceeds the Purchasing Agent authority. The District Attorney's Office has Board-approved contracts that meet the above requirements with the State of California Department of Justice and Karpel Computer Systems.

Department of Justice

Since March 2005, the District Attorney's Office has contracted with the State of California Department of Justice (DOJ) who provides laboratory analysis of blood and urine samples for drugs and alcohol, a breath alcohol testing program, training and retraining of staff, and other administrative and logistical support of field breath alcohol tests. The cost of services is \$35 per subject tested, and the District Attorney's Office estimates the total annual cost of \$36,000.

Karpel (M365)

In November 2021, the Board authorized the department to enter into a perpetual software agreement with Karpel for the procurement of (75) Microsoft Office/M365 licenses, as well as one-time cost for migration services from G-Suite to M365. Since then, the District Attorney's office has requested to amend Agreement 6126 to increase the number of M365 licenses from 75 to 85 and add the Microsoft Office 365 G5 Compliance GCC license with an annual cost of \$153.60. The G5 Compliance GCC license will be used to assist with the high volume of Public Request Act (PRA) inquires. Per Amendment II to Agreement 6126, the revised estimated annual on-going cost for the (85) M365 licenses and the M365 G5 Compliance GCC license is \$47,889.60.

Karpel (Case Management)

In April 2019, the Board of Supervisors approved the replacement of existing case management systems for the District Attorney's Office and the Public Defender's Office, moving to a consolidated,

single database cash management system by Karpel Solutions, which is able to provide a comprehensive, modern system able to meet the business needs of both departments. Via Agreement #4038, the District Attorney's Office has implemented Prosecutor by Karpel, a case management system that allows statewide data sharing, automated workflow, in-court processing screens, evidence training, case reporting, and 24-hour support.

The office has since requested to amend the agreement to include the following: Records Information Management Software (RIMs) interface retroactive to December 2022 with an annual maintenance cost of \$2,000 (implementation fee was waived); eCourts interface retroactive to April 2023 with a one-time implementation fee of \$25,000 and an annual maintenance fee of \$5,000; JasperSoft Reporting Tool with a one-time implementation fee of \$2,000 and an annual fee of \$10,000; and revise the contract language to include clarification on the process to add licenses, storage billing language, and data breach language. Please refer to attached memo, attachment G, for additional details regarding the two retroactive interfaces included in Amendment I. Moving forward, excluding one-time implementation costs, the District Attorney's Agreement #4038 has an anticipated annual program support cost of \$67,500, plus to-be-determined costs for annual storage fees based on usage (estimated at \$12,000). The continuation of Karpel agreement #4038 is recommended based on the high-quality product and support provided for the Karpel Case Management systems.

Additional Reference Information

Per Procurement Policy C-17, Section 2.4 Perpetual Agreements, the Purchasing Agent is authorized to sign perpetual agreements where the dollar amount does not exceed the Purchasing Agent's authority, which is determined based on the dollar amount to be expended within the first thirty-six (36) months of the contract. The District Attorney's Office currently has several Board-approved perpetual contracts that meet these requirements. These agreements include Transunion (Contract 139), Vidanyx (Contract 3757), Children's Advocacy Centers of California (Contract 4071), Lexipol (Contract 87), Accurint (Contract 998), Dreamhost (Contract 5583), and Storyblocks (Contract 5639); and will all be removed from the District Attorney's annual Board review perpetual list in accordance with Section 2.4 of Procurement Policy C-17, as the cumulative 3-year cost of each perpetual agreement is within Purchasing Agent authority.

ALTERNATIVES

If the Board does not approve the continued use of these agreements, the District Attorney's Office would be unable to perform the related services that are integral to the investigation and prosecution of criminal cases.

PRIOR BOARD ACTION

- 19-0931 - Approval of the District Attorney's perpetual agreements in June 2019.
- 20-0736 - Approval of the District Attorney's perpetual agreements in June 2020.
- 21-0379 - Approval of the District Attorney's, Public Defender's, and Information Technologies perpetual Karpel agreements in April 2021.
- 21-0941 - Approval of the District Attorney's perpetual agreements in June 2021.
- 21-1766 - Board approved and authorized the PA to execute Karpel agreement 6126 for Microsoft Office/ M365 licenses and migration services.
- 22-0489 - Approval of the District Attorney's perpetual agreements in May 2022.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Procurement & Contracts

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

There is no change to net county cost. Sufficient appropriations are included in both the District Attorney's Fiscal Year 2022-23 and 2023-24 budgets.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon approval, Clerk of the Board to return executed copies of Amendment I to Agreement 4038 and Amendment II to Agreement 6126 to the Chief Administrative Office Central Fiscal Division, attention of Kelley Lawrie.

STRATEGIC PLAN COMPONENT

Public Safety

CONTACT

Vern Pierson, District Attorney