



Legislation Text

File #: 23-1966, **Version:** 1

Information Technologies Department recommending the Board consider the following:

1) Approve and authorize the Chair to sign, competitively bid, Agreement 8099 with Assetas, Inc. to provide an asset management software system for a five-year term in the amount of \$304,285; and
2) Authorize the Purchasing Agent to execute any necessary amendments relating to Agreement 8099, excluding term extensions and increases to compensation, contingent upon approval by County Counsel and Risk Management.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

In March 2023, the IT Department initiated Request for Proposal (RFP) 23-209-046 for an asset management software system. In June 2023, Assetas, Inc. was the successful proposer. As a result, the IT department began negotiating an agreement for services with Assetas, Inc.

Under proposed Agreement 8099, Assetas, Inc. will provide asset management software services for the County. The product will be delivered within approximately six-to-eight months upon execution of the contract using an implementation methodology consisting of activities and deliverables that have been grouped into phases.

The Countywide asset management solution will allow the County to anticipate maintenance and replacement needs and costs, providing a central cohesive repository for this function. The Assetas solution will be able to analyze the technical resources used by each department, track when they are deployed and where, integrate similar solutions, and provide insight into outdated hardware that may pose security risks. Assets covered can be IT related (computers, laptops, routers, phones, licenses, etc.) or non-IT related (furniture, firearms, appliances, cameras, etc.). Asset Managers within the County will be able to access Assetas and use the system to track and manage assets specific to their departments. Assetas will also provide forms, dashboards, reporting, and depreciation schedules.

The implementation plan includes project kick-off, system configuration, testing, go-live end user training, and post go-live production support. The total implementation costs are \$63,925. The total software licensing costs are \$198,360 over the 5-years, which allows for year-over-year growth. Project contingency in the amount of \$42,000 has been added to the contract to cover any change in scope, work orders, or post go-live support over the life of the contract.

ALTERNATIVES

The Board could direct the IT Department to initiate a new competitive process, however, this would significantly delay the implementation of an asset management software system.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Procurement and Contracts, County Counsel.

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The IT Department Fiscal Year (FY) 2023-24 Budget contains sufficient appropriations for this cost. The Asset Management System project was approved by the Board with the FY 2022-23 Recommended Budget. Future years costs will be budgeted appropriately.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Clerk of the Board to obtain Board Chair signature on one (1) copy of Agreement 8099 and forward to CAO Fiscal, attention Kelley Lawrie.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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