

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date / / **Held Until** / /
Agenda Item No: _____ **Agenda Item No:** _____

Department: Auditor-Controller-Treasurer-Tax Collector

() **4/5 Vote Required**

Contact:
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Board Date:
5/12/2009

Deadline for Board Action:

AGENDA SHORT TITLE: Agreement for Professional Services with Cardon Solutions, LLC

REQUESTED BOARD ACTION: Authorize the Auditor-Controller Treasurer Tax Collector (ACTTC) to execute a contract with Cardon Solutions, LLC in the amount of \$64,800 to assist the County in the implementation of additional functionality in the Financial Accounting Management System (FAMIS).

Authorize the Auditor-Controller Treasurer Tax Collector (ACTTC) to amend the Agreement for minor changes which do not significantly change the scope of work or time schedules, and/or increase the amount of payment under the Agreement more than \$25,000 from the original amount, in a form approved by County Counsel.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

ADD'L FUNDS REQUIRING BOARD

Estimated Cost \$

Contingencies \$
(Fund Name:)

Amount Budgeted \$

Unanticipated Revenue \$
(Source:)

Other Avail Approp. \$
(Explain below)

Other Transfer(s) \$
(Source:)

Additional Requested: \$

Add'l Funds Requested: \$

Explanation (if required):

Prior Board Action(s): None

Alternatives - Results of Non-Approval: The County will not explore nor implement the functionality offered in the FAMIS 4.2 grant and accounting module and decentralized data entry.

Background:

The County has been using FAMIS as its general ledger application for more than 20 years and is currently using version 4.2 (FAMIS 4.2). The general ledger is the County's financial accounting system that records the County's financial transactions and is the audited system of record.

In 2007, the Auditor-Controller-Treasurer-Tax Collector's (ACTTC) Department initiated an Operational Needs Assessment (Assessment) of FAMIS 4.2 by Affinity Source. The primary reasons the Assessment was initiated were: 1) increasing difficulty in recording/reporting financial data at a level required to effectively manage and provide services; 2) increasing number of departmental sub-systems or "shadow systems"; 3) increasing need for departmental cost accounting capabilities; 4) increasing demand for decentralized data entry by departmental users; and 5) continued demand at department level for customized reports and downloads. The Findings from this report were issued in April 2008. A key finding in the report is that the County is under-utilizing functionality that is currently available in FAMIS 4.2, such as workflow management and decentralized data entry and the grant and accounting module.

Tier Technologies was the original manufacturer for the FAMIS software. From Tier Technologies, Affinity Source was created and offered FAMIS product consulting services. The Affinity Source partnership dissolved in which Cardon Solutions was created and is now provides FAMIS product consulting services. The Purchasing Agent acknowledges this single source justification due to the required knowledge transfer between the firms for the County of Sonoma, including the need to assess future software upgrades and requirements.

The ACTTC Department continues to look for ways to serve departmental users and other stakeholders in a more effective manner while leveraging the County's investment in the current system. Cardon Solutions LLC will work with the County to provide assistance with the County's expanded use of features in FAMIS 4.2. Specifically, Cardon Solutions LLC will support the County in exploring the functionality offered in the grant and accounting module and decentralized data entry. With Cardon Solutions LLC's assistance, the County plans to implement the grant and accounting module in the test system, explore the functionality of workflow management and decentralized data entry, document the business processes and the change in business processes, and prepare to implement this functionality in the production system. Once implemented in the production system, the ACTTC will work with departments to make this functionality availability to them.

Cardon Solutions LLC was selected due to their extensive knowledge of the FAMIS system and their knowledge of the County's use of the FAMIS system. Currently the County does not have the expertise in house needed to implement the grant and accounting module and the decentralized keying functionality. Cardon Solutions LLC has the expertise needed to assist the County with the implementation of the grant and accounting module and the decentralized keying functionality. Cardon Solutions LLC performed the operational needs assessment and provided the County with a report in April 2008 that discussed the under-utilized functionality in FAMIS 4.2.