

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date **Held Until**

Agenda Item No: **Agenda Item No:**

Department:
 Sonoma County Water Agency

() 4/5 Vote Required

Contact: Jim Flessner
Phone: (707) 521-1810
Board Date: 06-23-09

Deadline for Board Action:

AGENDA SHORT TITLE:
 Agreement to Assess Agency Business Applications

REQUESTED BOARD ACTION(S):

1. Authorize the Agency's General Manager/Chief Engineer to execute the Agreement for Database Analyst to Assess Agency Business Applications between the Sonoma County Water Agency and Tech Heads, Inc. (\$100,000) in substantially the form as the draft presented to this Board, following review and approval by County Counsel as to form and by Risk Management as to insurance requirements.
2. Authorize the Agency's General Manager/Chief Engineer to amend the Agreement provided amendments do not cumulatively increase the total cost to the Agency by more than \$25,000 (taking into account all prior amendments) and do not substantially change the scope of work.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES		ADD'L FUNDS REQUIRING BOARD APPROVAL	
Estimated Cost	\$ 100,000	Contingencies	\$
Amount Budgeted	\$ 100,000	(Fund Name:)	
Other Avail Approp	\$	Unanticipated Revenue	\$
(Explain below)		(Source:)	
Additional Requested:	\$ -0-	Other Transfer(s)	\$
		(Source:)	
		Add'l Funds Requested:	\$ -0-

Explanation (if required):

Prior Board Action(s):

- 07/26/05 Second Amended Agreement for Information Technology (IT) Strategic Plan between Agency and Westin Engineering, Inc.(\$40,100)
- 09/28/04 Agreement for Information Technology (IT) Strategic Plan between Agency and Westin Engineering, Inc.(\$118,000)

Alternatives - Results of Non-Approval:

Background: Draft Agreement on file with the Clerk.

In 2005 an assessment of the Sonoma County Water Agency's (Agency) Information Technology (IT) department was completed. The consultant Westin Engineering, Inc. concluded that deficiencies existed in data provisioning efficiency, data confidentiality, data integrity, data availability and data compliance. All of these areas were rated at a "low assessed maturity level." Since 2005, progress has been made in standardizing the servers and operating systems, but organizing the Agency's multiple databases and applications has been an ongoing challenge. The advantages of improving the Agency's data management systems include:

1. The ability to deliver highly relevant and pertinent data to managers and supervisors for decision support purposes
2. The automation of data confidentiality management
3. The implementation of IT systems and applications that generate highly accurate data and automate data management
4. The establishment of publishing policies and procedures directed at data compliance

To further these goals, the Agency sent a Request for Qualifications to six IT firms. Tech Heads Inc. was the only firm to respond by the stated deadline. Tech Heads, Inc. (Consultant) was selected to perform the work because of their experienced talent pool and successful projects throughout the United States.

Agency does not have the IT/Technical expertise to do the analysis in house, Tech Heads, Inc. has the expertise, and the proposed salary rates are within market rates for the desired scope/services.

Under the proposed Agreement, the Consultant will develop a plan for consolidating and interfacing the Agency's data, which will provide more meaningful and efficient use of the data. The Consultant will also depict procedures and costs to assess Agency's business needs in order to integrate the various applications and consolidate data access. The Consultant will also recommend methods of consolidating the data and integrating applications, as well as a plan including the scope of work to implement the recommendations.

The Agreement includes provisions for the Agency's General Manager/Chief Engineer to terminate the Agreement.

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Attachments:

On File With Clerk: Draft agreement (1 copy)

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: