



Mendocino County

Legislation Text

File #: 17-0811, **Version:** 1

To: Board of Supervisors

From: Executive Office

Meeting Date: September 12, 2017

Department Contact: Carmel J. Angelo

Phone: 463-4441

Department Contact: Janelle Rau

Phone: 463-4441

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Approval of Agreement with CobbleStone Systems in the Amount of \$64,467.92 (Including Five Years of Software Maintenance Services) for Contract Management Software Services and Maintenance for Fiscal Year 2017-18 through Fiscal Year 2021-22

Recommended Action/Motion:

Approve Agreement with CobbleStone Systems in the amount of \$64,467.92 (including five years of software maintenance services) for contract management software services and maintenance for fiscal year 2017-18 through fiscal year 2021-22; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

None.

Summary of Request:

The Executive Office has been researching various options associated with contract administration solutions for several months. The Executive Office has evaluated and determined that the County's finance system does not provide the functionality that would allow the County to administer Contracts in an efficient or effective manner. The Executive Office coordinated demonstrations with County departments and reviewed options that would meet the needs of the County. CobbleStone Systems was the only solution that offered enterprise-wide contract tracking, contract drafting, unlimited user-defined fields, custom report design tools, e-mail alerts, calendar reminders, legal hold, task and checklists, security, document management, check-in tracking, workflow, financials, cost control, searching, performance tracking, full-text indexing, web platform, web calendaring, and electronic signature capabilities. The solution also offers a public access portal, which will provide the ability for the public to access agreements via the County's website.

By implementing a contract management solution, the following benefits will be achieved:

- Enhanced contract productivity
- Minimize contract cycle time
- Provide single-point-of-access for all contract related information
- Monitor contract performance

- Establish key milestones
- Initiate contracts, approve and monitor via desktop or mobile device
- Gain contract visibility and accountability
- Standardize contract creation
- Streamline contract collaboration
- Leverage renegotiation windows
- Eliminate process bottleneck

It is anticipated that the County will be able to import our current contract data into the new software system during the implementation process.

Alternative Action/Motion:

Do not approve contract and provide alternative direction to staff.

Supplemental Information Available Online at: n/a

Fiscal Impact:

Source of Funding: EO 862239

Current F/Y Cost: \$38,003.19

Budgeted in Current F/Y: Yes

Annual Recurring Cost: Year 2:
\$5,873.07 Year 3: \$6,342.92 Year 4:
\$6,850.35 Year 5: \$7,398.38

Supervisory District: All

Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:



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Executed By: Nicole French

Date: **SEPTEMBER 14, 2017**

Note to Department: 2 originals and 1 w/ copied contractor signature to dept (h/d), 1 original to Auditor

Final Status: Approved

Executed Item Number: Agreement 17-100