



# Board Agenda Item 23

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DATE: January 24, 2023

TO: Board of Supervisors

SUBMITTED BY: John Zaroni, Sheriff-Coroner- Public Administration

SUBJECT: First Amendment to Agreement with VertiQ Software LLC

RECOMMENDED ACTION(S):

**Approve and authorize the Chairman to execute First Amendment with VertiQ Software LLC, for an upgrade of software products to track and report on cases of deceased individuals, effective upon execution with no change in term of July 15, 2019 through June 30, 2024 and increasing the maximum by \$111,592 to a total of \$370,572.**

There is no increase in Net County Cost associated with the recommended action. Approval of the recommended action will enable the County to upgrade VertiQ's unique software, which the County has used since 1994, and which is designed to support the Sheriff's Office. The original agreement was primarily setup as a commercial-off-the-shelf (COTS) implementation with minimal customizations; during configuration sessions, Sheriff's IT discovered unique requirements for the Coroner's Office that were outside the scope of the original agreement. The recommended action will allow the Sheriff's Office to continue to fully upgrade its existing systems to web-based platforms and increase the number of CME-V3 user licenses. This item is countywide.

ALTERNATIVE ACTION(S):

Non-approval of the recommended actions would cause a disruption in the Sheriff's Office's everyday duties, requiring extensive staff time and expense to locate alternative methods for administering the estates of persons who die intestate. Additionally, another means for reporting coroner procedures and statistical requirements would be required.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action, which will increase the maximum compensation of VertiQ by \$111,592 to a total of \$370,572, to cover a recommended upgrade during the remaining of the agreement term. Sufficient appropriations and estimated revenues are included in the FY 2022-23 Adopted Budget Org 3111.

DISCUSSION:

VertiQ software is used by the Sheriff's Office to report, document, and collate case files, including weights and measures, specimen case tagging, overhead camera recording, invoicing and billing, body storage, California Highway Patrol reporting, digital image files, specimen scanning/imaging, and public-facing records provision. The VertiQ Agreement includes an upgrade of the Intranet CME software to a true Internet-based CME software version.

On January 7, 2020, the Board approved Retroactive Agreement with VertiQ Software LLC for software products used by the Coroner and Medical Examiners to track and report deceased cases, not to exceed \$258,980. Now, the Sheriff's Office returns to your Board to request approval to increase the Agreement maximum compensation from \$258,980 to \$370,572, an increase of \$111,592, with no change to the term of the original Agreement. The original agreement was primarily set up as a COTS implementation with minimal customizations. During implementation, additional requirements were discovered that could not be addressed through configuration but needed actual coding which can only be done by VertiQ. These additional requirements were outside the scope and budget of the original agreement. VertiQ accommodated a large amount of those requirements but, there are additional customizations that still need to be addressed for full functionality specific to our unique workflow. The increase of \$111,592 dollars is based on the estimated number of hours needed to perform the upgrade, at a set hourly rate, as well as an additional 2 CME-V3 user licenses (in addition to the current 15 user licenses). Approval of the recommended action will increase the total agreement compensation amount, number of CME-V3 user licenses, and allow for a recommended upgrade to the software and continuation of the services that the Sheriff's Office has been using since 1994.

REFERENCE MATERIAL:

BAI #18, January 7, 2020

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk- Amendment to Agreement with VertiQ Software LLC

CAO ANALYST:

Samantha Buck