



Board Agenda Item 3

DATE: October 11, 2016

TO: Board of Supervisors

FROM: Brandi L. Orth, County Clerk/Registrar of Voters

SUBJECT: Amendment 1 to Agreement with SouthTech Systems, Inc.

RECOMMENDED ACTION:

Approve and authorize Amendment 1 to Agreement No. A-14-123 with SouthTech Systems, Inc. for the purchase of eCampaign™ software module, and continued software maintenance, updates and technical support, effective upon execution through April 14, 2019 (\$245,312.83).

Approval of the recommended action will allow the County Clerk/Registrar of Voters to increase the total contract amount by \$48,339.58 from \$196,973.25 to \$245,312.83 effective upon execution through April 14, 2019, to purchase an eCampaign™ software module with support to facilitate the online processing of Fair Political Practices Commission (FPPC) forms, including installation of enhanced software and security updates to CampaignDocs™. The new eCampaign™ software module will improve compliance and transparency, and reduce staff time required to process FPPC filings. There is no increase in net County cost associated with the recommended action.

ALTERNATIVE ACTION(s):

If your Board does not approve the recommended action, the system will not have the capacity to receive and redact several FPPC forms electronically; automatic FPPC form corrections for filers will not occur; and automatic letter and email notifications will not be available for the County to provide to filers. Department staff will continue to spend additional time processing FPPC forms, and corresponding with filers regarding form corrections, which may result in delays and reduced compliance. In addition, the County will not fully benefit from the CampaignDocs™ upgrade, which provides the platform for the eCampaign™ system.

FISCAL IMPACT:

There is no increase in net County cost associated with the recommended action. Sufficient appropriations of \$61,992.51 are included in the FY 2016-17 County Clerk - Elections Org 2850 Adopted Budget. Ongoing annual costs of \$47,765.51 will be included in subsequent requested budgets.

DISCUSSION:

The software programs were originally approved by your Board in April 2004, as a result of RFP No. 208-3838. From the period of 2004 to 2014, your Board approved additional programs, which improved processes within the Clerk Services Division of the County Clerk-Elections Department. On April 1, 2014, a new five-year Agreement with SouthTech was approved by your Board to provide software maintenance and support through April 14, 2019. The Agreement with SouthTech was approved as a sole source Agreement due to the proprietary nature of the software.

The Department currently contracts with SouthTech for several software programs for the Clerk Services

Division, which include: ClerkDocs™, Online Marriage™, Online FBN™, Cornerstone™ (Cashiering/Fee Accounting), and CheckLog™. The various programs provided by SouthTech enhanced efficiencies within the Department's Clerk Services Division. Many of the forms utilized within the Division are now available electronically. This reduces the time needed to process forms and reduces the amount of time clients must spend in the office.

The Department's Voter Services Division currently uses CampaignDocs™ and WebPublisher™. CampaignDocs™ is an automated database that manages the business process associated with Fair Political Practices Commission (FPPC) mandated Campaign Financial Disclosure Statements. There are 105 committees that file semi-annual forms through the office of the County Clerk/Registrar of Voters. Approximately 18 candidate controlled committees will file pre-election statements for the November 2016 election cycle. These forms are entered, scanned and posted to the internet within 3 days of receipt.

The current Agreement obligates SouthTech to provide updates to CampaignDocs™ and on August 13, 2015, the Department installed a major software security and enhancement update to CampaignDocs™ for the unanticipated cost of \$9,000. The upgrade was necessary for continued support by the vendor and improved security. The upgrade increased the security component, the processing speed and allowed for improved customer service, which included the following: letters and notifications can be sent to filers electronically; reminders can be emailed; and FPPC forms can be redacted and updated online. The software improves compliance and allows for a reduction in Department staff time associated with processing FPPC filings. The security update and software upgrade will make it possible for CampaignDocs™ to interface with eCampaign™.

The recommended purchase of the eCampaign™ system is a benefit to the public and improves transparency. The eCampaign™ software accepts FPPC forms electronically and allows filers to enter their contributions and expenditures as they occur. The software validates the information and allows for real-time updates. Filers that use a third party system will be able to import the data using the CalAccess format and submit the files electronically. The software validates the completeness of the filing and notifies the filer of any issues found. Filers must correct these issues before they are allowed to finalize and submit their forms. The eCampaign™ system will have a one-time purchase cost of \$14,227.00 and ongoing annual maintenance costs of \$3,370.86 per year.

Approval of the recommended action will increase the total contract amount from \$196,973.25 to \$245,312.83, which is a net increase of \$48,339.58. Amendment 1 allows SouthTech to provide specialized services at the request of the County Clerk. Specialized services will occur on a fee-for-service basis and not exceed \$5,000 per year.

SouthTech has provided the County with a 30% price reduction, and will include unlimited form changes under its current proposal. Upon approval by your Board, the Department will prepare for installation of the eCampaign™ software and continue with the implementation of the CampaignDocs™ upgrade so that the services are available to the public in time for the November 2016 Presidential General Election and year-end filing. Participation in the online program is optional for filers.

REFERENCE MATERIAL:

BAI #16 - April 1, 2014

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Amendment I to Agreement A-14-123 with SouthTech Systems, Inc.

CAO ANALYST:

Ron Alexander