



SUMMARY REPORT

Agenda Date: 7/8/2025

To: Board of Supervisors

Department or Agency Name(s): Probation

Staff Name and Phone Number: Vanessa Fuchs, 707-565-2731

Vote Requirement: 4/5th

Supervisory District(s): All

Title:

Agreement with Computer Aid, Inc ("CAI") for IT Project Management consulting services to support the selection and implementation of a new case management system for the Probation Department.

Recommended Action:

- A) Authorize the Chief Probation Officer to execute an agreement with Computer Aid, Inc. (CAI) for a term of July 8, 2025 through June 30, 2028, with the option to extend one additional single year term, for an amount not to exceed \$1,118,133 over the entire potential four year term. ☐
- B) Adopt a Resolution authorizing budgetary adjustments for the fiscal year 2025-26 adopted budget programming \$267,264 from board-approved Graton Tribal Mitigation Fund. ☐

(4/5th Vote Required)

Executive Summary:

The Probation Department is replacing its case management system (CMS) as part of the County's project to replace the legacy Integrated Justice System (IJS).

Prior Board items, presented by the Information Services Department (ISD), have discussed the need to replace legacy Integrated Justice System (IJS), an in-house system whose life as spanned almost 40 years and is reaching its end-of-life. The legacy IJS system provides data exchange functionality between the Superior Court and County justice partners and serves as the case management system for Probation. While ISD is leading the effort to replace the data exchange functionality, Probation is responsible for finding and implementing a replacement case management system (CMS). Probation does not have the internal staff capacity and expertise to execute this project and is seeking consulting services to support the selection and implementation of the replacement case management system. The cost for this consultant will be financed out of the \$1.8 million of Graton Tribal Mitigation Funds previously identified and approved for use on Probation's case management system replacement.

Discussion:

The case management system at Probation is the backbone for daily work performed within each unit in the department. Additionally, there are third-party applications and databases that interface with the current case management system (CMS), which will be impacted when the CMS is replaced. Due to the complexity of the replacement of the Department's case management system, Probation, in collaboration with ISD and the County Administrator's Office, has determined an IT project management consultant with expertise in large-scale system implementations should be secured to lead this work.

With guidance from ISD, the Probation Department seeks to enter into an agreement with Computer Aid, Inc. (CAI), a firm specializing in IT Project Management services for large-scale system implementations. CAI was selected through a competitive procurement conducted by Sourcewell, a government agency partner that facilitates cooperative purchasing by competitively soliciting contracts on behalf of public agencies nationwide (Contract #061324-CAI). In alignment with guidance from the County Purchasing Agent, the County may leverage this Sourcewell contract under the principles of cooperative purchasing, as defined in the *American Bar Association Model Procurement Code for State and Local Governments*. Cooperative purchasing enables public entities to utilize competitively awarded contracts from other jurisdictions, streamlining procurement processes, avoiding duplication, and achieving cost efficiencies.

This agreement is for an initial period of three years, with the FY25-26 cost being \$267,264, with a one-year extension option, which will allow a consistent resource to assist with the CMS selection process, implementation, change management and stabilization period.

The Project Manager will report to Probation's Administrative Services Director, will work in collaboration with subject matter experts in the Probation Department, and will be responsible for overseeing all elements of this project, which include:

- Needs assessment and requirements gathering;
- System selection and contract negotiation;
- Fit Gap Analysis;
- System implementation;
- Auxiliary system development, to meet needs not addressed by the off-the-shelf CMS;
- End user training and change management;
- Go Live management;
- Long-term support planning.

Strategic Plan:

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Resilient Infrastructure

Goal: Goal 2: Increase information sharing and transparency and improve County and community engagement

Objective: Objective 5: Develop strategies that improve information and knowledge sharing within and between County departments.

Racial Equity:**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

Prior Board Actions:

2/25/25: Integrated Justice System Modernization Phase 3

7/16/24: Probation agreement with Avero Advisors to support Probation's Case Management needs assessment

Agenda Date: 7/8/2025

4/16/24: Integrated Justice System Modernization Phase 2

1/31/23: Contract Approval for Ernst & Young, LLP - Integrated Justice System Technology Consulting Services

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$267,264	\$275,282	\$283,540
Additional Appropriation Requested			
Total Expenditures	\$267,264	\$275,282	\$283,540
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance	\$267,264	\$275,282	\$283,540
General Fund Contingencies			
Total Sources	\$267,264	\$275,282	\$283,540

Narrative Explanation of Fiscal Impacts:

This agreement will be funded with Graton Tribal Mitigation Funds previously identified and approved for use on Probation's case management system replacement. In FY 24/25, a total of \$1,779,000 from this source as approved by the Board for Probation's CMS replacement. The Budget Resolution included with this item makes necessary adjustments for the program previously approved funds into FY 2025-26.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment A - Agreement with CAI

Attachment B - Budget Resolution

Related Items "On File" with the Clerk of the Board:

None