



SUMMARY REPORT

---

**Agenda Date:** 6/4/2024

---

**To:** Board of Supervisors of Sonoma County  
**Department or Agency Name(s):** Information Systems Department  
**Staff Name and Phone Number:** Steve Stoural, Craig Carlock 565-1988  
**Vote Requirement:** Majority  
**Supervisorial District(s):** Countywide

**Title:**  
DBAdmin LLC Information Technology Services for Sonoma County's Integrated Justice System Support

**Recommended Action:**  
Authorize the Information Systems Director to execute a professional services agreement with DBAdmin LLC for technical services for the period ending on May 19, 2027, including two additional one-year options to extend, with a total amount not to exceed \$645,450.

**Executive Summary:**  
The Information Systems Department (ISD) is requesting to enter into a direct professional services agreement with DBAdmin LLC, to provide specialized IT technical support services to continue database administration support for Sonoma County's centralized Integrated Justice System (IJS) and include database system administration and maintenance, Informix specific expertise, analytical support, troubleshooting, documentation, and knowledge transfer related to work being performed.

CR) Please add how this contract aligns with current and upcoming IJS efforts.  
DBAdmin will continue to support the legacy IJS system which will be superseded by the current IJS modernization efforts led by Ernst and Young. Modernization efforts will conclude with Sheriff and Probation moving onto commercial case management systems allowing for the retirement of the legacy IJS system which is expected to remain in service for the next three to five years. In addition to legacy support, DBAdmin also has experience administering Postgres and No SQL databases both of which will be components in need of support post modernization.

**Discussion:**  
The skillset and knowledge that DBAdmin LLC possesses is unique and of critical importance to the County and the ongoing support of the Integrated Justice System (IJS). DBAdmin LLC has extensive knowledge and expertise of the Informix relational database management system that is the primary data store for IJS. Since September of 2018, DBAdmin LLC has been supporting IJS, and in that time, has obtained a deep understanding of the custom data structures, system configuration, system architecture and application deployment models, as well as County policies, practices, and processes. In addition, Informix is a niche relational database that comprises roughly 3% of the professional market. Resources that have Informix expertise do exist, but in very small numbers, and none will have the additional knowledge or ability to effectively and efficiently support IJS as DBAdmin LLC does in their current role. Based on the Department's findings of lack of service providers to support critical County systems and due to the specific expertise of the

---

**Agenda Date:** 6/4/2024

---

contractor providing services under the agreement, Purchasing has approved the single source selection of DBAdmin LLC.

ISD staff recommend the Board of Supervisors take this action in order to ensure adequate support for the ongoing needs of the County's Integrated Justice System, which will provide the County the benefit of gaining additional service hours at a comparable cost as the County is currently paying for the services.

**Strategic Plan:**

Pillar: Organizational Excellence

Goal: Strengthen operational effectiveness, fiscal reliability, and accountability

Objective: 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:**

4/16/2024 - 2024-0239 Professional services agreement with Ernst & Young, LLP (EY) for Phase II of the Integrated Justice System Modernization Project in an amount not to exceed \$2,500,000 for a term ending April 16, 2026.

5/17/2022- 2022-0466 DB Admin LLC Information Technology Services Agreement Amendment for the Sonoma County Integrated Justice System

4/20/2021- 2021-0214 DB Admin LLC Information Technology Services for the Sonoma County's Integrated Justice System

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY23-24 Adopted</b>	<b>FY24-25 Projected</b>	<b>FY25-26 Projected</b>
Budgeted Expenses	\$24,375	\$197,438	\$217,181
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$24,375</b>	<b>\$197,438</b>	<b>\$217,181</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$24,375	\$197,438	\$217,181
Use of Fund Balance			
General Fund Contingencies			

---

**Agenda Date:** 6/4/2024

---

<b>Total Sources</b>	<b>\$24,375</b>	<b>\$197,738</b>	<b>\$217,181</b>
----------------------	-----------------	------------------	------------------

**Narrative Explanation of Fiscal Impacts:**

Appropriations for this contract have been included in ISD’s FY 23-24 adopted and FY 24-25 recommended budgets. This agreement will be funded through Integrated Justice System baseline rates charged to criminal justice partners.

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

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

- Professional Services Agreement
- Single Source Waiver
- Exhibit A: Statement of Work
- Exhibit B: Insurance Requirements

**Related Items “On File” with the Clerk of the Board:**

None