



SUMMARY REPORT

Agenda Date: 4/20/2021

To: Board of Supervisors

Department or Agency Name(s): Information Systems

Staff Name and Phone Number: John Hartwig 565-6055

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

DBAdmin LLC Information Technology Services for the Sonoma County's Integrated Justice System

Recommended Action:

Authorize the Information Systems Director to execute a professional services agreement with DBAdmin LLC for technical services in an amount not to exceed \$195,000 for the period of May 20, 2021 to April 19, 2022, with two additional one year options to extend.

Executive Summary:

This is a request for the County of Sonoma Information Systems Division (ISD) to enter into a direct professional services agreement with a specialized IT professional, (DBAdmin LLC), to provide IT technical support services. The professional services provided by DBAdmin LLC are critical to continue database administration support for Sonoma County's centralized Integrated Justice System and include database system administration and maintenance, Informix specific expertise, analytical support, troubleshooting, documentation, and knowledge transfer related to work being performed.

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 approving this single source request, and due to the specific expertise of the contractor providing services under the agreement. The single source selection of DBAdmin LLC has the support of Purchasing.

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

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Prior Board Actions:

None

FISCAL SUMMARY

| Expenditures | FY 20-21 Adopted | FY21-22 Projected | FY 22-23 Projected |
|------------------------------------|-----------------------------|------------------------------|-------------------------------|
| Budgeted Expenses | | | |
| Additional Appropriation Requested | | | |
| Total Expenditures | \$17,000 | \$178,000 | |
| Funding Sources | | | |
| General Fund/WA GF | | | |
| State/Federal | | | |
| Fees/Other | \$17,000 | \$178,000 | |
| Use of Fund Balance | | | |
| Contingencies | | | |
| Total Sources | \$17,000 | \$178,000 | |

Narrative Explanation of Fiscal Impacts:

The amounts expected to be expended are not to exceed \$195,000 for the period of May 20, 2021 to April 19, 2022, with two additional one year options to extend. These costs are financed through Integrated Justice System baseline internal rates charged to criminal justice departments.

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

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

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

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

None.

