

## STAFF REPORT

**BOARD MEETING DATE:** August 13, 2024

**CATEGORY:** Consent Calendar 1

**SUBJECT:** Waive competitive procurement requirements as outlined in Section 3.04 of the Shasta County Code due to the necessary restrictions in specifications for California state schedules and approve an agreement with IGM Technology Corp. for web-based budgeting software, maintenance, and customer support.

**DEPARTMENT:** County Administrative Office

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Bryce Ritchie, Administrative Analyst, (530) 782-4456

**STAFF REPORT APPROVED BY:** Erin Bertain, Deputy County Executive Officer

<u><b>Vote Required?</b></u>	<u><b>General Fund Impact?</b></u>
Simple Majority Vote	Future General Fund Impact

### RECOMMENDATION

Waive competitive procurement requirements as outlined in Administrative Policy 6-101, Shasta County Contracts Manual, and Section 3.04 of the Shasta County Code due to the necessary restrictions in specifications for California state schedules and approve an agreement with IGM Technology Corp. for web-based budgeting software, maintenance, and customer support for a three-year term, effective date of signing, in an amount not to exceed \$183,000.

### DISCUSSION

In an effort to promote more efficient business practices the Administrative Office and the Auditor-Controller are pursuing an agreement with IGM Technology Corp. for web-based budgeting software, maintenance, and customer support. The software will streamline the budget creation, amendment, and adoption process, eliminating numerous manual processes and greatly reducing the number of staff hours needed. It will additionally promote transparency by making additional data metrics available to the public.

The Department conducted an extensive search for vendors online and through contacting other public agencies within California. Five vendors were selected to deliver product demonstrations but ultimately only two provided the services necessary to meet the County's needs and produce the required State schedules. Second meetings with the two remaining vendors and County IT were completed and quotes were received. After evaluation by the Auditor-Controller and the Administrative Office both vendors were found to be suitable solutions for the County, but IGM Technology Corp. came at a lower cost and was selected.

### ALTERNATIVES

The Board could choose not to approve the agreement or give alternate direction to staff. Manual processes for processing budget and personnel amendments, creating budget documents, and deploying the budget book would remain and additional costs and staff time would be incurred.

### OTHER AGENCY INVOLVEMENT

The Auditor-Controller was involved in the vendor selection process and has reviewed the recommendation and agreement. Information Technology and Risk Management have approved the agreement. County Counsel has approved the agreement as to form. The recommendation was drafted by the County Administrative Office.

### FISCAL IMPACT

The total cost to the Fiscal Year 2024-25 Budget for implementation and subscription fees, which will be funded by the General Fund, is \$78,000. Sufficient appropriations for the costs associated with the agreement are included in the Fiscal Year 2024-25

Budget. Funds to cover annual subscription costs will be included in future budget requests.

**ATTACHMENTS:**

1: IGM Technology Agreement