

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** transferring \$38,455.00 within the 2010 Health Fund and awarding a contract for the furnishing of software conversion, training, and consulting services for use by the Office of the Public Administrator to CompuTrust Software Corporation of Morgan Hills, CA, at a cost to the County not to exceed \$26,940.00, as a sole source purchase.

**RESOLUTION #17396**, October 18, 2010

**INTRODUCED BY** Theresa Garza Ruiz, County Legislator

WHEREAS, the Office of the Public Administrator has used a DOS-based version of proprietary software developed by CompuTrust since 2000 and now needs to convert its software to a Windows-based system; and,

WHEREAS, said conversion will require additional training and computer costs; and,

WHEREAS, section 1030.1, Jackson County Code, 1984, eliminates the requirement for competitive bidding when items to be purchased can be obtained from only one source; and,

WHEREAS, section 1030.1 also requires notification of and approval by the Legislature on such sole source purchases exceeding \$25,000.00; and,

WHEREAS, the Director of Finance and Purchasing recommends the award of a contract for the needed goods and services to CompuTrust Software Corporation of Morgan Hills,

CA, as a sole source purchase based upon its status as the sole provider of public administration software and its unique familiarity with the County as a current provider of services; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer be and hereby is made:

<u>Department/Division</u>	<u>Character Description</u>	<u>From</u>	<u>To</u>
Health Fund Public Administrator			
002-3501	55010 - Regular Salaries	\$38,455	
002-3501	56790 - Other Contractual Services		\$26,940
002-3501	58171 - Personal Computer/Access		\$11,515

BE IT FURTHER RESOLVED by the County Legislature of Jackson County, Missouri that the purchase be made as recommended by the Director of Finance and Purchasing, and that the Director be, and is hereby, authorized to execute for the County any documents necessary for the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment, on the contract.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

  
Chief Deputy County Counselor

  
Acting County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17396 of October 18, 2010, was duly passed on October 25, 2010 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8 Nays 0  
Abstaining 0 Absent 1

10.25.10  
Date

  
Mary Jo Spino, Clerk of Legislature

Funds sufficient for this transfer are available from the source indicated below.

ACCOUNT NUMBER: 002 3501 55010  
ACCOUNT TITLE: Health Fund  
Public Administrator  
Regular Salaries  
NOT TO EXCEED: \$38,455.00

October 13, 2010  
Date

  
Director of Finance and Purchasing

# REQUEST FOR LEGISLATIVE ACTION

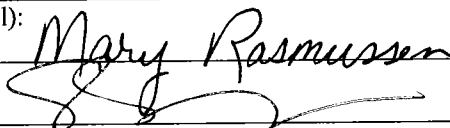
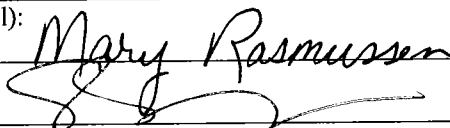
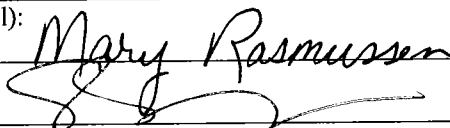
Completed by County Counselor's Office:

Res/Ord No.: 17396

Sponsor(s): Theresa Garza Ruiz

Date: October 18, 2010

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: Authorize a transfer in the amount of \$38,455 from Health Fund account 002-3501-5010, Salaries, to 002-3501-6790, Other Contractual Services (\$26,940), and to 002-3501-8171, PCs &amp; Accessories (\$11,515); and authorize the county executive to enter into a sole source contract with CompuTrust Software Corporation in the amount of \$26,940 for the conversion of the existing Information Management Systems from a DOS based system to a windows based system for the Office of the Public Administrator</p>										
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="329 663 1203 1098"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$38,455</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$38,455</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$46,455</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td> <p>FROM ACCT  Health 3501-5010  \$38,455</p> <p>TO ACCT  Health 3501-6790  \$26,940  002-3501-8171  \$11,515</p> </td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____  Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$38,455	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$38,455	Amount budgeted for this item * (including transfers):	\$46,455	Source of funding (name of fund) and account code number; FROM / TO	<p>FROM ACCT  Health 3501-5010  \$38,455</p> <p>TO ACCT  Health 3501-6790  \$26,940  002-3501-8171  \$11,515</p>
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date): <u>none</u></p> <p>Prior resolutions and (date): none</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Rebecca Lake Wood, Public Administrator, (816) 881-3775</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>The proprietary software, known as Computrust, that supports the information database currently utilized by the Office of the Public Administrator was secured in 2000 by RFP. That version of the software is a DOS based system and is not compatible with any Windows based systems. The most recent versions of the same proprietary software are Windows supported and accessible via the internet. Nine employees within the department routinely perform their job duties in the field and require access to information maintained in the database. They cannot presently access that information and likewise cannot download new information from the field. Other employees based within the county office structure cannot transfer data from one system to another, resulting in duplication of work and increased time allocation to perform standard accounting and billing functions.</p>										

	<p>Conversion from the DOS system to the Windows Internet system is provided by the vendor at no cost. However, there are other costs associated with the transition to an updated system. The proposed project includes the conversion of data currently maintained, the purchase of computer hardware to support use in the field, limited staff training and generally, transition planning. The cost of this conversion is \$26,940 to be funded by this transfer.</p> <p>Additionally, several PCs will need to be replaced as well as the server and related software. A total of \$8,000 was budgeted in the PC replacement account for 2010 and an additional \$11,515 will be needed to acquire all needed computer equipment from the County's term and supply contract (funded by this transfer) for a total of \$19,515 for PCs and a server.</p> <p>The staff will also attend some training for this conversion off site, but this is budgeted for in the 2010 budget and does not require an additional transfer.</p>								
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)								
ATTACHMENTS	See Cost/Funding Outline Attached								
REVIEW	<table border="1"> <tr> <td>Department Director:</td> <td>Date:</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td>Date: 10/11/10</td> </tr> <tr> <td>Division Manager: </td> <td>Date: 10/11/10</td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>	Department Director:	Date:	Finance (Budget Approval): <i>If applicable</i>	Date: 10/11/10	Division Manager: 	Date: 10/11/10	County Counselor's Office:	Date:
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Fiscal Information (to be verified by Budget Office in Finance Department)

- A portion of this expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.
- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

