

# AGENDA ITEM

JANUARY 142

**DATE:** December 1, 2010

**TO:** Members, Planning, Program Development and Budget Committee  
Members, Board of Governors

**FROM:** Robert A. Hawley, Deputy Executive Director

**SUBJECT:** Contract Authorization – Amendment to Contract For Oracle Enterprise System Programming and Development

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## EXECUTIVE SUMMARY

Under Board Policy, Tab 17 [Control Policies & Procedures], Article 3 [Contracts], Section 2 [Authority], contracts in excess of \$75,000 involving consulting services, capital equipment, or technology purchases must be authorized by the Board of Governors. Authority is sought here to amend the existing contract with Solution Boost. The Amendment increases the contract by \$30,000, but the total compensation under the agreement for previous services rendered exceeds a total of \$75,000. Board members with questions about this matter may contact Robert Hawley at (415) 538-2277 or [Robert.Hawley@calbar.ca.gov](mailto:Robert.Hawley@calbar.ca.gov).

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## BACKGROUND

Tab 17 [Control Policies & Procedures], Article 3 [Contracts], Section 2 [Authority] of the Board's Policy Book states as follows:

“No contracts for consulting services, capital equipment, or technology purchases exceeding \$75,000 may be entered into, by or on behalf of the State Bar unless authorized by the Board of Governors. Any future amendments to a contract originally below the \$75,000 threshold that will result in bringing the total contract amount to this level will also require Board approval.”

Exempted are those contracts associated with the normal operations of the Bar including but not limited to site agreements, Admissions consultants, IOLTA and Equal Access grant

distributions, and other routine contracted services exceeding \$75,000.

“Also exempted are cases of emergency where a purchase is necessary for the immediate reservation of the public health, welfare or safety, or protection of State Bar employees or property provided the details justifying an emergency contract and other supporting documentation be reported to the Board at its next scheduled meeting.”

## **ISSUE**

In accordance with the foregoing, Board authorization is requested to proceed with an amendment to the existing Solution Boost agreement to add \$30,000 for programming and development services on the State Bar’s Oracle Enterprise System that processes human resource, payroll, procurement and other critical operational data.

## **DISCUSSION**

The State Bar utilizes Oracle Enterprise as its human resource, payroll, procurement reporting and data processing system. There are annual updates and adjustments that need to be made to the system for which Solution Boost has provided the programming and development support over the last few years. In addition, Solution Boost has assisted with the development of enhancements to the system including the development of custom interfaces between the State Bar and our benefit providers such as Kaiser, Aetna, and CalPers, that allow for the electronic transfer of data directly from system to system, reducing the need for manual processing,. This requires programming skills on the Oracle Enterprise System that do not exist on staff. As a result, we have contracted with Solution Boost to provide this development and programming assistance, as needed. The addition of \$30,000 to the existing contract will enable Solution Boost to provide the support assistance that is critical to the human resource/payroll system at year end and will enable the State Bar to finalize the data interfaces referenced above. The contract obtains these services at \$150/hour. The services are provided remotely, not on site. This amendment will bring the total contract expenditure over the three year life of the contract to just over \$150,000.

## **FISCAL / PERSONNEL IMPACT:**

The personnel impact is indirect and longer term, but ultimately will enable the State Bar to reduce staffing costs by relying on technology. The fiscal impact is to add \$30,000 to the existing contract obligation, which remains within budget parameters.

## **RULE AMENDMENTS:**

None.

**BOARD BOOK IMPACT:**

None.

**RECOMMENDATION**

This programming and development service is critical to the State Bar’s utilization of the Oracle Enterprise System. It will also enhance the ability of the State Bar to deliver data directly to our benefit providers improving efficiency and ultimately reducing overall costs once this project is completed. Staff recommends that this contract amendment in the amount set forth be approved.

**PROPOSED BOARD COMMITTEE RESOLUTION:**

Should the Planning, Program Development and Budget Committee agree with the above recommendation, the following resolution is suggested:

**RESOLVED**, that the Planning, Program Development and Budget Committee recommends that the Board of Governors authorize staff to proceed with the amendment to the Solution Boost agreement identified in the term before the Committee this date, within the parameters set forth.

**PROPOSED BOARD RESOLUTION:**

Should the Board concur with the Planning, Program Development and Budget Committee’s recommendation, the following resolution is suggested:

**RESOLVED**, that upon the recommendation of the Planning, Program Development and Budget Committee, the Board hereby authorizes staff to proceed with the amendment to the Solution Boost agreement identified in the item before the Board this date, within the parameters set forth.