

**MEMORANDUM  
COUNTY OF PLACER  
ADMINISTRATIVE SERVICES DEPARTMENT  
PROCUREMENT SERVICES DIVISION**

**TO:** Honorable Board of Supervisors  
**FROM:** Jim Boggan, Purchasing Manager *JB*  
**DATE:** June 7, 2011  
**SUBJECT:** Approve the award of a Sole Source Purchase Order to Cogsdale Holdings Ltd. for Software Maintenance and Support of the Performance Accounting System in the Amount of \$127,504.40

**ACTION REQUESTED**

Approve the award of a sole source purchase order to Cogsdale Holdings Ltd. of Charlottetown, PE Canada for software maintenance and support of the Performance Accounting System (PAS), and authorize the Purchasing Manager to sign the resulting purchase order in the amount of \$127,504.40.

**BACKGROUND**

In June 1997, your Board approved the acquisition of PAS to provide the County with a financial accounting system to support the County's financial departments including the Auditor-Controller's Office and the Treasury-Tax Collector's Office.

On June 8, 2010, your Board approved the annual renewal of the PAS software maintenance and support agreement in the amount of \$119,163.00. The system's current maintenance and support agreement expires on June 30, 2011.

Cogsdale Holdings Ltd. has provided a quote in the amount of \$127,504.40 for the annual PAS maintenance and support agreement. This is a 7 percent increase from the prior year, which is consistent with Section 3.8 of the PAS acquisition contract. The effective agreement period will be July 1, 2011 through June 30, 2012.

Maintenance of this software is only available from Cogsdale Holdings Ltd. Section 1.3(I) of the Purchasing Policy Manual provides for the sole source procurement of a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character. Cogsdale Holdings' maintenance and support proposal meets this criterion.

**FISCAL IMPACT**

The resulting purchase order will be in the total amount of \$127,504.40. The Administrative Services Department's Fiscal Impact Statement is attached.

Attachment: Administrative Services Department Fiscal Impact Statement

cc: Clark L. Moots, Director of Administrative Services  
Kathy Buchanan, Deputy Director of Information Technology

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Clark L. Moots, Director  
DATE: June 7, 2011  
SUBJECT: Approve the award of a Sole Source Purchase Order to Cogsdale Holdings Ltd. for Software Maintenance and Support of the Performance Accounting System in the Amount of \$127,504.40.

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The Administration Services Department (Department) is requesting the renewal of the annual software maintenance and support agreement for the County's Performance Accounting System.

The Department, under County Wide Systems (Dept 10), has budgeted appropriately for this request and funding is available in the FY 2010-11 budget unit.