

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: December 8, 2015  
SUBJECT: Budgeting Software and Implementation Services

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**ACTION REQUESTED**

1. Approve the award of negotiated purchase order to Neubrain, LLC of Rockville, MD for the acquisition of budgeting software and implementation services, in the amount not-to-exceed of \$264,146 funded by the Countywide Systems Fund at no new Net County Cost;
2. Approve a Budget Revision in the amount of \$264,146 within the appropriate accounts of the FY 2015-16 Countywide Systems Fund;
3. Add the Budgeting Software to the County's FY 2015-16 Master Fixed Asset List and;
4. Authorize the Director of Administrative Services and the Purchasing Manager to sign the resulting procurement documents and take the necessary actions to implement the budgeting software solution.

**BACKGROUND**

Each fiscal year, the County Executive Office is responsible for the development and administration of the County's budget in collaboration with County departments and ultimately the Board of Supervisors through various presentations, workshops and / or required public hearings. Placer County's FY 2015-16 Final Operating Budget is \$816.7 million.

Many of the business tools currently utilized for the development and oversight of the County's budget were developed in-house and have been in place since for an extended period of time. As needed, these tools have been customized to meet the County's changing budgeting requirements leading to an internal budget development that has been found to be labor-intensive to maintain while proving to be limited in terms of functionality and reporting capabilities. As a result, the current budget tools are unable to accommodate the evolving requirements surrounding the development, monitoring and forecasting of the County's budget.

In July 2015, a committee was tasked to identify alternatives to replace the County's legacy budgeting tools with a countywide solution that would address both County Executive Office and departmental budget development requirements. Committee members included individuals from the Office of the County Executive and Auditor-Controller's, the Community Development Resource Agency, and the departments of Public Works & Facilities and Health & Human Services.

The committee focused on identifying a "*commercial off the shelf*" solution best addressing the needs of the County. Potential software solutions were evaluated based their ability to provide robust budgeting, forecasting, reporting, performance management and budgeting for outcomes/performance-based tools that effectively allow the County to automate the preparation of various types of budgets. Specific areas of functionality review included capital and operating budget applications, cost allocations, salary &

benefits forecasting, performance-based budgeting, access to data by division/appropriation, and the ability to report on funded and/or unfunded position allocations.

Software solutions evaluated included Oracle Hyperion & OBIEE, Adaptive Insights and Neubrain. All three vendors provided demonstrations of their products. Based on the results of the demonstrations, the committee determined that the firm best meeting the County's requirements was Neubrain.

Neubrain's proposed budgeting solution includes software licensing, implementation services and a one year maintenance service agreement. The annual software maintenance cost for subsequent years is estimated at \$28,338 and will be budgeted accordingly. Neubrain's cost proposal is being recommended based on an existing Government Services Administration (GSA) contract. In accordance with Purchasing Policy Manual 1.3(e) (3), a purchase made against another public agency's competitively awarded contract is exempt from the normal competitive bidding process. Neubrain's GSA Contract pricing meets this criterion.

Therefore in order to proceed with the acquisition and implementation of the new budgeting software solution, your Board's approval is required of the actions being requested.

**FISCAL IMPACT**

The resulting purchase order in the total amount of \$264,146 will be funded by Countywide Systems Fund Reserves Assigned for Contingency, at no new net County Cost. The requested budget revision within the appropriate accounts of the Countywide Systems Fund budget to support this purchase is also attached.

Cc: Andy Heath, Assistant County Executive Officer  
Allison McCrossen, Principal Management Analyst  
Kathy Buchanan, Deputy Director of Information Technology  
Jarrett Thiessen, Information Technology Manager

Attachment(s)

**ADDITIONS TO THE MASTER FIXED ASSET LIST**

<b>DESCRIPTION</b>	<b>AMOUNT</b>
Budget & Forecasting Software	\$113,344
Total Fixed Asset Increase	\$113,344

PAS DOCUMENT NO. 424

# FY 2015-16

## BUDGET REVISION

POST DATE:

Cash Transfer Required

Auditor-Controller

Reserve Cancellation Required

County Executive

GL 2420/552000

Establish Reserve Required

Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
10	BR	264,146.00	1

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
											10	014		250	104	990624	90624	4451 2655			264,146.00
<b>TOTAL</b>										0.00	<b>TOTAL</b>										264,146.00

PC AUDITOR-CONTROLLER  
2015 NOV 24 PM 1:08

REASON FOR REVISION: To cancel reserves and fund the purchase of the Neubrain budgeting system (BOARD) through Countywide Systems (Appn 06240).

Prepared by Jonathan Schmidt Ext 4649

Department Head 

Date: 11/24/15

Board of Supervisors \_\_\_\_\_

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Budget Revision # \_\_\_\_\_ FOR INDIVIDUAL DEPT USE