

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

**TO:** Honorable Board of Supervisors

**FROM:** Brett Wood, Purchasing Manager

**DATE:** January 26, 2016

**SUBJECT:** EnvisionConnect Software Support and Hosting Services – Decade Software Co LLC

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**ACTION REQUESTED**

Approve the award of a sole source purchase order to Decade Software Co. LLC of Fresno, CA for annual software support and hosting services for EnvisionConnect software for Health & Human Services' Environmental Health Division in the amount of \$57,483. This amount is funded in the department's FY 2015-16 Final Budget; and

Approve an option to renew the purchase order on a year-to-year basis for up to two renewal terms with a renewal amount not to exceed 10 percent in aggregate of the amount of this award, \$57,483.

**BACKGROUND**

Health & Human Services' Environmental Health Division (HHS) uses EnvisionConnect software, published by Decade Software, to manage their database. The department has been using this software since 1994. Use of this software requires the annual purchase of licensing and support services to assure optimal performance of the system. The most recent support agreement expired on November 13, 2015. In July 2014 the department opted to contract with Decade Software to host a portion of the system, which provides better access for the department's public clients. The hosting agreement also expired on November 13, 2015. Decade has agreed to continue providing support and hosting service without interruption until the County issues a purchase order for the renewal period.

Decade has provided a quote for the next year of support and hosting services in the total amount of \$57,483. This is the same rate as last year. Section 1.3(i) of the Purchasing Policy Manual exempts software licensing and support from competitive bidding. In addition, these services are only available through Decade who is the sole publisher and licensor of the EnvisionConnect software. This renewal requires your Board's approval.

**FISCAL IMPACT**

Upon approval by your Board, a Purchase Order will be issued to Decade in the amount of \$57,483 for licenses, support services, and hosting services for the period of November 14, 2015 through November 13, 2016. This expense will be funded by the current Environmental Health FY 2015-16 Final Budget with no new net County cost.

cc: Rebecca Mellott, HHS - Director of Administrative Services  
Wesley Nicks, HHS – Director of Environmental Health

