MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors DATE: September 27, 2016

FROM: Brett Wood, Purchasing Manager

SUBJECT: Change Order to Blanket Purchase Order No. 22554 – Neubrain, LLC

ACTION REQUESTED
Approve Change Order No. 1 to Blanket Purchase Order No. 22554 with Neubrain, LLC of Rockville, MD for professional services on an as needed basis in the amount of $200,000 for a revised maximum amount of $356,953 funded by the FY 2016-17 Countywide Systems Fund Final Budget.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND
On December 15, 2015 your Board approved a contract with Neubrain, LLC for the acquisition and implementation of a new countywide budgeting software solution. To date, the County Executive Office has focused its efforts on the implementation of the initial requirements including 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.

As the implementation has progressed, County staff has identified areas where the original system design can be modified to bridge current requirements associated with evolving budget development, forecasting and financial modeling initiatives.

The requested change order will provide additional resources to configure the budgeting software to support a variety of accounting structures currently utilized by County departments concurrently with new priority based budgeting accounting requirements. In addition, funding for on-site end user training and post implementation support is included with this request to expedite the deployment of the new budgeting software with the upcoming fiscal cycle.

Per the Purchasing Policy Manual Section 2.1(b), the requested increase amount of $200,000 exceeds the Purchasing Manager's authority and requires your Board's approval.

FISCAL IMPACT
The resulting change order will be funded by Countywide Systems Fund and is included in the FY 2016-17 Final Budget. Funds are not encumbered until services are rendered against the blanket purchase order.

Cc: Gretchen Nedved, Principal Management Analyst
Jarrett Thiessen, Deputy Director of Information Technology