

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BWood*  
DATE: June 4, 2013  
SUBJECT: Software Maintenance and Support – AutoMon LLC

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**ACTION REQUESTED**

1. Approve the renewal of a sole-source Blanket Purchase Order (BPO) with AutoMon LLC for software license fees, support and related services for the Probation Caseload Explorer case management system in the maximum amount of \$130,777, for the period of April 1, 2013 to March 31, 2014, funded by the FY 2013/2014 proposed department budget with no additional net County cost, and authorize the Purchasing Manager to sign the resulting BPO.

**BACKGROUND**

On March 27, 2012 your Board approved the award of a sole-source BPO to AutoMon LLC for software license fees, support, and related services for Probation's case management system ("Caseload Explorer"). The system was designed and provided by AutoMon. Software license fees and software support fees must be paid each year for maintenance, use and support of the system. Probation budgets an additional amount over the basic cost of maintenance to accommodate occasional programming changes that improve functionality of Caseload Explorer which is unique to Placer County, which are not otherwise covered by the annual support agreement.

The BPO with AutoMon expired on March 31, 2013. AutoMon submitted pricing for maintenance and support for the next one-year period in the amount of \$105,777 which is consistent with the annual increase allowed by the original contract. The Probation Department had budgeted \$25,000 for additional custom programming costs.

Section 1.3(i) of the Purchasing Policy Manual exempts software maintenance from competitive bidding. Additionally, maintenance and updates for the Caseload Explorer system are not available from other vendors.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be issued to AutoMon LLC in the maximum amount of \$130,777 for the effective period of April 1, 2013 to March 31, 2014, to coincide with the vendor's support period. The department's Fiscal Impact Statement is attached.

Cc: Marshall Hopper, Chief Probation Officer  
Chris Artim, Administrative Services Officer, Probation  
Karen Lund, Probation Manager

*Attachment*

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## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Christopher Artim, Senior Administrative Services Officer  
DATE: June 4, 2013  
SUBJECT: **Fiscal Impact Statement**  
BPO for the Probation Caseload Explorer case management system

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### **Fiscal Impact Statement**

1. The department has sufficient funding

The Probation Department has budgeted appropriately for this BPO and funding is available in the FY 2013/2014 proposed department budget.