



COUNTY OF HUMBOLDT

For the meeting of: November 14, 2017

Date: October 9, 2017

To: Board of Supervisors

From: Maggie Fleming, District Attorney *m Fleming*

Subject: Software License and Support, and Internet Based Hosting Agreement with Karpel Solutions for implementation, support, maintenance and hosting services pertaining to a Paperless Case Management System contract amendment for update/upgrades/enhancements testing site.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approves the annual support services for Karpel Solutions as the vendor to maintain a hosted updated testing site for the District Attorney's office;
2. Authorizes the Board Chair to execute the attached software license and support, and internet based hosting agreements with Karpel Solutions for installation and configuration of a hosted testing site for the support, maintenance and hosting services pertaining to a paperless case management system; and
3. Directs the Clerk of the Board to return two (2) executed originals of the attached agreements to the Humboldt County District Attorney's Office.

SOURCE OF FUNDING: General FundDISCUSSION:

On June 28, 2016 the Board agreed to the purchase of Karpel Solutions (PROSECUTOR by Karpel ("PBK")) for Humboldt County District Attorney's Office to provide a paperless case management system.

Prepared by Rachelle Davis

CAO Approval *[Signature]*

REVIEW:

Auditor *[Signature]*County Counsel *[Signature]*

Human Resources _____

Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-32

Meeting of: June 28, 2016

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Wilson*

Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*
 Nays _____
 Abstain _____
 Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *11/14/17*By: *[Signature]*

Kathy Hayes, Clerk of the Board

Implementation of the PBK system was live as of September 18, 2017. During this process the District Attorney's office identified the need for a separate testing site due to the current interface with justice partners.

The necessity of a maintained, supported and hosted testing site for Karpel arose during the validation and testing period prior to the live implementation date. Part of the District Attorney's case management system is dependent on the ability to interface with two other justice partners for electronic information. The upgrades, enhancements, or updates to any one of the software programs can cause issues with the transferring of electronic information between justice partners and therefore must be tested on a non-production platform prior to implementation to protect all original individual records.

While the testing site will be utilized to test upgrades, enhancements or software updates, it will also be vital when exploring and testing the ability to electronically interface with any law enforcement agency new case management system within Humboldt County. A testing site will also provide a location for ongoing staff training and for procedural adjustments as the District Attorney's office implements each phase of a paperless system

FINANCIAL IMPACT:

The June 26, 2016 agreement for the system is \$271,930; and the ongoing annual production site fee for PBK is \$34,130. The addition of the testing site increases the annual support services fee by \$1,200 for a total of \$35,330 for the first year and by five percent each year thereafter. The District Attorney's Office will make adjustments to their general fund allocation to accommodate for annual license and maintenance fees. The Victim Witness Branch will utilize grant awards for annual license and maintenance fees. The District Attorney's Office and Victim Witness Branch will continue to seek outside funding source for annual increases and ongoing costs.

The recommended action conforms to the Board of Supervisors' core roles by allowing more efficient enforcement of laws and regulations designed to protect residents, creating opportunities for improved safety and health and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

Humboldt County Administrative Office - Information Technology Division

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the attached agreements with Karpel Solutions. This is not recommended as it would leave the justice partners with the aging case management system currently in place. Without the PBK system, the District Attorney's Office and Victim Witness Branch could be placed in a position to have insufficient staff available to handle future caseloads, resulting in requests for more staff, investigators, attorneys and clerical personnel.

ATTACHMENTS:

1. Humboldt County PROSECUTORbyKarpel Contract Amendment

**DISTRICT ATTORNEY'S OFFICE
HUMBOLDT COUNTY, CALIFORNIA**

CONTRACT AMENDMENT



PROSECUTORbyKarpel®



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This agreement between Karpel Computer Systems Inc., a Missouri corporation, doing business as Karpel Solutions (hereinafter referred to as "Karpel Solutions") and Humboldt County, a political subdivision of the State of California (hereinafter referred to as "Client") is for the purposes of reviewing this proposal and add additional services to the exiting contract, including the Master Terms and Conditions set forth in the existing contract.

1. INVESTMENT SUMMARY

Karpel Solutions will install and configure a hosted test site for the Client to perform testing of software and interfaces. Karpel Solutions will keep the hosted test site updated accordingly with future updates/upgrades/enhancements and new releases in consideration for the annual reoccurring payment set forth below,

Annual Support Services	Qty.	Price	Total
Hosted SQL database (Test Site)	1	\$1,200	\$1,200

As with any project, all prices are subject to change as new information arises or as workload increases. Karpel Solutions will seek approval from Client if more work will be necessary to make the changes along the way, as described above.

Payment Terms

This fee will be added to the current Annual Support Services cost section of the existing contract, Section 4 Investment Summary.



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IN WITNESS WHEREOF, this offer is agreement between the parties, and no oral agreements or other written documents, exclusive of the existing contract are part of the agreement. Any modifications of this agreement must be in writing, and prior to acceptance of this offer, Karpel Solutions reserves the right to make modifications to this offer. The signatories warrant they have the authority to bind their respective party.

Humboldt County

Vernon Bass
Name

Chair
Title

11/14/17
Date

Karpel Solutions

Name

Title

Date