

MEMORANDUM

TO: The Honorable Tina Scott, Chair, Board of Supervisors

FROM: Shane French, Information Technology Director

DATE: 9/10/2019

SUBJECT: (a) Waive the formal bidding process, pursuant to Lake County Code Section 38.2, as it is not in the public interest due to the unique nature of goods or services; (b) Approve the five-year Agreement between the County of Lake and Superior, LLC for Financial Systems hosting and migration services, with a one-time setup cost of \$10,000, and \$62,209.95 annual cost in year one, and authorize the Board Chair to sign

EXECUTIVE SUMMARY:

The Information Technology Department is requesting permission to purchase professional services and cloud-based software hosting from Superior, LLC to replace the obsolete on-premises system.

BACKGROUND AND DISCUSSION:

The County of Lake uses Superior's Naviline product for financial planning and analysis as well as human resources functions. This software currently runs on server hardware that is housed on-premises, at the courthouse facility. In addition to the Naviline software, there are a number of in-house-built legacy applications that are used for various business processes. There has been concern for some time that the on-premises system was inadequate from a business continuity and supportability perspective. Through the Technology Governance Committee, it has been determined that migrating to Superior's cloud-based offering will allow the county to continue operating the Naviline software, while facilitating modernization of financial systems and business processes.

FISCAL IMPACT: ☐ None ☒ Budgeted ☐ Non-Budgeted
Estimated Cost: One-time setup cost of \$10,000
Amount Budgeted: \$41,847.04
Additional Requested: \$35,000.00
Annual Cost: \$62,209.95 year 1, with 3% increase yearly.

FISCAL IMPACT (Narrative): While the yearly cost of the cloud-based solution is higher than the cost for the on-premises installation, there are costs for server maintenance that will no longer be needed once the county has fully migrated to the cloud based solution. The current on-premises server is end-of-life, and needs to be

replaced soon. Moving to the cloud-based system will allow the county to continue to operate the Naviline software without an additional capital expenditure for server replacement. Additionally, the vendor will perform routine maintenance and support of the system and periodic upgrades on the system at no extra charge.

STAFFING IMPACT (if applicable): The Naviline software, along with in-house-built legacy software that runs on the same system, are AS400-based applications. There has been ongoing concern over our ability to support these applications as individuals with training and experience in AS400 have retired. We are no longer able to adequately support these applications in-house. Moving these applications to the cloud will free up staff time for IT and allow faster resolution of issues for customers.

RECOMMENDED ACTION:

(a) Waive the formal bidding process, pursuant to Lake County Code Section 38.2, as it is not in the public interest due to the unique nature of goods or services; (b) Approve the five-year Agreement between the County of Lake and Superion, LLC for Financial Systems hosting and migration services, with a one-time setup cost of \$10,000, and \$62,209.95 annual cost in year one, and authorize the Board Chair to sign.