



Legislation Text

File #: 24-171, Version: 1

Memorandum

Date: March 12, 2024

To: The Honorable Lake County Board of Supervisors

From: Jenavive Herrington, Auditor-Controller/County Clerk

Subject: Approve Agreement for Consulting Service to provide a Needs Assessment Between County of Lake and Averro Advisors in the Amount of \$159,711, and Authorize the Chair to Sign

Executive Summary:

The County finance system is a fundamental resource for most departments. Although some departments have a heavier use than others, every department needs to perform basic budgeting and payroll, which flows through the finance system. The current County finance system has not been replaced in over 20 years. While our system has carried us through decades, it is due for an overhaul. Many departments are utilizing a patchwork of software in order to bridge the gap between our finance system limitations and department needs.

This request is one step in a larger project that will ultimately result in the implementation of a new finance software and HR module, aka: ERP (Enterprise Resource Planning). Before we can select a new product, we need to thoroughly analyze the needs of our individual departments, the HR to department interface, the finance to department interface, grant management, document storage and any other outstanding system needs.

The funding for this agreement was approved during the mid-year budget hearing.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

- ☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")
- ☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)
- ☒ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- ☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Clear Lake |
| | <input checked="" type="checkbox"/> Business Process Efficiency | |

Recommended Action:

Approve the software upgrade between the County of Lake and Avero Advisors in the Amount of \$159,711, and Authorize the Chair to Sign.