

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 2/5/2013	(3) CONTACT/PHONE Ian Parkinson 781-4540	
(4) SUBJECT Request to approve a contract with Insight Public Sector in the amount of \$78,013 for the purchase of a personnel scheduling software program.			
(5) RECOMMENDED ACTION It is recommended that your Board approve and direct the Chair to sign a contract with Insight Public Sector in the amount of \$78,013 for the purchase of a personnel scheduling software program.			
(6) FUNDING SOURCE(S) Civil Trust Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$78,013	(8) ANNUAL FINANCIAL IMPACT \$11,000	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001236		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Office			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian Parkinson  
781-4540

DATE: 2/5/2013

SUBJECT: Request to approve a contract with Insight Public Sector in the amount of \$78,013 for the purchase of a personnel scheduling software program.

## **RECOMMENDATION**

It is recommended that your Board approve and direct the Chair to sign a contract with Insight Public Sector in the amount of \$78,013 for the purchase of a personnel scheduling software program.

## **DISCUSSION**

Currently the Sheriff's Office has no standardized scheduling program and relies on a variety of manually created spread sheets, word documents and other options. This current system is unreliable and difficult at best to manage personnel and time. These schedules require constant revisions and updating that need to be checked by each employee on a daily basis to determine what changes may affect them. It was obvious for an agency the size of the Sheriff's Office that the implementation of scheduling via computer software would streamline this process.

With a software based scheduling program employees will be able to access their schedule in read only format via computer to quickly note any changes. Supervisors will be able to modify the schedules and ensure that necessary coverage is arranged for with greater speed and efficiency. The program will also allow for a list of available personnel for overtime coverage to be generated, maintained and accessed to quickly cover vacancies and help the Sheriff's Office reduce overtime costs.

In September, the Sheriff's Office began evaluating several different scheduling software programs from a variety of vendors. The goal of this research was to narrow the number of vendors to those that would best meet the unique needs of the Sheriff's Office. This research resulted in us identifying three programs that met our requirements. We contacted current users of these three programs to get an end user perspective and evaluation. After a comprehensive search and evaluation of the different scheduling programs, the Sheriff's Office identified the program "Patrol Officer's Scheduling System / Correctional Officer's Scheduling System" offered by Insight Public Sector as the best solution for meeting our scheduling requirements and needs.

The Sheriff's Office has chosen to purchase the scheduling software Insight Public Sector through a pre-existing solicitation established by the Western States Contracting Alliance (WSCA). The WSCA is a multi-state contracting cooperative created to help government entities in its member states achieve cost-effective and efficient acquisition of quality products and services. Because the contract terms have already been negotiated through WSCA, the County's competitive bid requirements have been met without issuing a local request for proposal.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

The Sheriff's Information Technology Unit was part of a work group that evaluated and chose this scheduling system. The Sheriff's Office worked with the County Purchasing Office to satisfy the sole source requirements related to WSCA. In addition, County Counsel reviewed and approved the contract as to form and legal effect.

## **FINANCIAL CONSIDERATIONS**

The Sheriff-Coroner's Fiscal Year 2012-13 adopted budget includes \$78,013 intended for the purchase of scheduling software. This purchase will be made using the Sheriff's Civil Trust funds. Approval of this contract will not increase the Sheriff-Coroner's budgeted level of General Fund support for FY 2012-13 or future years. The Sheriff's Office estimates the maintenance cost for the new software will be \$11,000 each year. This cost will be paid from the Sheriff's Civil Trust funds.

## **RESULTS**

Approval of this request will provide the Sheriff's Office with a program that will assist in the daily staffing operations and will help reduce the need for overtime staffing by improving the accuracy of scheduling and the ability to perform the required scheduling duties in a more efficient and timely manner.

## **ATTACHMENTS**

Contract with Insight Public Sector