

**PALM BEACH COUNTY  
BOARD of COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

**Meeting Date:** 8/21/2007       Consent       Regular  
    Ordinance       Public Hearing

**Department Submitted by/for:** Information Systems Services

**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:**

- A. Change Orders (Nos. 162 and 164) to the existing software development contract with Affiliated Computer Services, Inc. (ACS) (R98-1540D) at an aggregate cost of \$12,000 to provide additional functionality for the JIS Banner Criminal and Traffic Courts System; and
- B. Receive and file Change Orders (Nos. 166 and 168) to be paid for by the Clerk & Comptroller in the amount of \$14,250.

**Summary:** A highly customized criminal and traffic system developed by ACS was implemented in October 2006. Since the system "go-live" date, the principal users (Clerk & Comptroller, Court Administration, State Attorney, and Public Defender) have encountered numerous challenges in using the system to process court cases. These change orders are necessary to provide additional system functionality, including resend capability for suspended driver's licenses, error correction for traffic citation accounting, modification of screens to associate fees and ability to select cases by filing date.

Change Order items 162 and 164 totaling \$12,000 were approved by the JIS Policy Board during their meeting on May 10, 2007. The Clerk agreed to pay for Change Order items 166 and 168 during a meeting of the JIS Budget Subcommittee on June 27, 2007 and these items will be presented to the JIS Policy Board during their next meeting on August 23, 2007.

**Background and Justification:** Now that the JIS Banner Courts System is operational, responsibility for funding future modifications is unclear. County Administration, OFMB, ISS and the County Attorney's Office maintain the position that the Clerk & Comptroller's Office should be responsible for post-production software modifications such as the change orders addressed in this agenda item. However, we are recommending that the Board approve payment for Change Order items 162 and 164 because the vendor (ACS) has been working on these items in "good faith" prior to formal approval due to the long periods between meetings of the JIS Policy Board.

In an effort to resolve the long-standing disagreement over responsibilities for funding for court-related technology costs, a JIS Budget Subcommittee was recently established by members of the JIS Policy Board. This subcommittee is focusing on the interpretation of statutorily defined revenue sources – a \$2 Court Technology Fee distributed to the Board of County Commissioners and a \$1.90 Court Technology Fee distributed to the Clerk & Comptroller, as well as the use of Ad Valorem Tax Revenues. This agenda item is being placed on the Board's August 21, 2007 meeting agenda as a "placeholder" and will be withdrawn if we can reach agreement with the Clerk's Office prior to the August 21 meeting date. This determination is important given that additional contract change orders are pending. Countywide (PK)

**Attachments:**

- 1. Copy of Change Order Nos. 162, 164, 166, and 168 (two originals)

Recommended by: Steve Bordelon      8-9-07  
    Department Director      Date

Approved by: [Signature]      8-14-07  
    County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

A. Five Year Summary of Fiscal Impact

<b>Fiscal Years</b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>
Capital Expenditures	\$12,000				
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Inc (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NET FISCAL IMPACT</b>	<b><u>\$12,000</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>
# Additional FTE Positions (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included in Current Budget		Yes <u>X</u>	No <u>  </u>		
Budget Account Number(s):	Fund <u>3902</u>	Dept. <u>491</u>	Unit <u>M018</u>	Object <u>6508</u>	

B. Recommended Sources of Funds / Summary of Fiscal Impact

C. Department Fiscal Review: \_\_\_\_\_

**III. REVIEW COMMENTS**

A. OFMB Fiscal and/or Contract Administration Comments:

Elizabeth Bleese 8/13/07  
 OFMB  
 TM 08/13/07  
 CW 8/13/07

Dr. J. J. J... 8/14/07  
 Contract Administration  
 8/14/07 At the time of CDCS

B. Legal Sufficiency:

Paul F. J. 8/14/07  
 Assistant County Attorney

review, these change orders were not general. Change orders 166 & 168 are going to the JIS Board after BCC action.

C. Other Department Review:

\_\_\_\_\_  
 Department Director



Title: Traffic Citation Accounting Transmission System D6 Resend Functionality

ID No:



Date Created: 4/20/07 Revised: 5/29/07

Originator: Clerk's Office

Organization: Palm Beach County

Proposed Change Description:

1. The Custom Suspended License Maintenance form (CZADSIX) will be modified to allow the user to enter a TCATS resend date. This field will only be enabled if the record has been submitted to DMV.
2. The Custom TCATS Process (CZPTCAT) will extract the resend D6 record in addition to D6 records that have not been extracted. If the D6 has not been satisfied, only a regular D6 record (type 2) will be extracted. If the D6 has been satisfied and the suspension was not submitted to DMV, no D6 record will be extracted.
3. The Custom D6 Reason Docket Association form (CZRSLDA) will be modified to add an inactive checkbox.
4. The Custom D6 Process CZPDSIX will be modified to not use any of the reasons at CZRSLDA that are inactive to create a D6 or add D6 fees. Any other fees such as the school discount fees will continue to be added back to the charge.
5. The Custom Docket Association form will be modified to not use any of the inactive dockets to create a D6 or add D6 fees. Any other fees such as the school discount fees will continue to be added back to the charge.

ASSUMPTIONS: There will be no changes to the existing format of the D6 extract file when resending D6's.



**Change Control Form**

**Justification:**

When DMV receives the D6 extract file, errors can occur. These errors are listed in an error report file sent to the county submitting the data. Once these errors are corrected, a D6 record must be resent to TCATS central site.

**Affected Requirements:**

[Empty box for affected requirements]

**Impact on Cost**

**Payment Terms:**

ACS will provide the fixed services as described in the Change Control, for the Fixed Price Services Fee of \$6,000.00 (the "Fixed Price Fee").

- An invoice for the amount of \$6,000 will be generated upon the acceptance of the delivery of the modification.

**FIXED PRICE SERVICES CHANGE CONTROL FEE:** \$ 6,000.00



**Change Control Form**

**Impact on Schedule:**

Request will be placed into work queue upon signing of this agreement and will be handled in the order received. Once work commences, it is assumed that the work will take 3-4 weeks to complete.

**Impact on Resources:**

Existing resources that have previously worked on the PBC modifications will be utilized.



**A C S**

**Government Systems, Inc.**

**Change Control Form**

**Page 4 of 4**

**Final Approvals:**

Name: Denise Guillium  
\_\_\_\_\_

Name: Spencer Parrott  
\_\_\_\_\_

Position: JIS Project Manager  
\_\_\_\_\_

Position: ACS Vice President  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Date \_\_\_\_\_

Signature: \_\_\_\_\_  
Date \_\_\_\_\_

**PALM BEACH COUNTY, FL BY  
IT'S BOARD OF COUNTY  
COMMISSIONERS**

By: \_\_\_\_\_  
Addie L. Greene, Chairperson

**SHARON R. BOCK  
CLERK & COMPTROLLER**

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**


By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Assistant County Attorney

**APPROVED AS TO TERMS AND  
CONDITIONS**

By: \_\_\_\_\_  
Director, Information Systems Services



Title: Traffic Citation Accounting Transmission System ARR Error Correction Functionality ID No: 

Date Created: 5/9/07 Revised: 5/29/07

Originator: Clerk's Office Organization: Palm Beach County

Proposed Change Description:

1. The system will be modified as follows:
  - When a regular citation is entered into the system, the TCATS update type will be (U)pdate. Currently the update type is (A)dd.
  - When a citation is deleted from the system, (For example: when a citation is deleted to move it to the correct case), the delete record will not be sent to TCATS. Currently, the citation is sent as an update type of D(elete).
2. The Custom Charge Entry form (CRACHG) will be modified to allow the user to enter a TCATS ARR date which will do the following:
  - If the citation has not been disposed 2 Citation Records will be inserted into the CZTTCIT temporary citation table, one with an update type of "D" and one with an update type of "A". Both will have a status of "I".
  - If the citation has been disposed 2 Citation Records will be inserted into the CZTTCIT temporary citation table, one with an update type of "D" and one with an update type of "A". Both will have a status of "I". Additionally, a Disposition Record will be inserted into the CZTTDIS temporary disposition table with a update type of "A", a disposition type 0002 and a "S" supplemental code.
3. The Custom TCATS Process (CZPTCAT) will be modified to:
  - Create records in the citation file in the following (update type) order for each citation: Delete, Add. For ARR records the (D)elete and (A)dd record types for the same citation will appear together in the file with the (D)elete record first and the (A)dd record immediately after. (U)pdate records for regular citations may appear anywhere in the file
  - Delete records are only created for "ARR" errors and will contain all of the data elements as an Add or Update record. Currently the delete records only contain the update type, citation, check digit and county number.



**Change Control Form**

**Justification:**

When an ARR error occurs at DHSMV, a delete and an add citation record must be sent to correct the error.

**Affected Requirements:**

**Impact on Cost**

**Payment Terms:**

ACS will provide the fixed services as described in the Change Control, for the Fixed Price Services Fee of \$6,000.00 (the "Fixed Price Fee").

- An invoice for the amount of \$6,000 will be generated upon the acceptance of the delivery of the modification.

**FIXED PRICE SERVICES CHANGE CONTROL FEE:**

**\$ 6,000.00**





**Change Control Form**

**Impact on Schedule:**

Request will be placed into work queue upon signing of this agreement and will be handled in the order received. Once work commences, it is assumed that the work will take 2-3 weeks to complete.

**Impact on Resources:**

Existing resources that have previously worked on the PBC modifications will be utilized.



Change Control Form

Final Approvals:

Name: Denise Guillium

Name: Spencer Parrott

Position: JIS Project Manager

Position: ACS Vice President

Signature:

Signature:

Date

Date

PALM BEACH COUNTY, FL BY IT'S BOARD OF COUNTY COMMISSIONERS

By: Addie L. Greene, Chairperson

SHARON R. BOCK CLERK & COMPTROLLER

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: Deputy Clerk

By: Assistant County Attorney

APPROVED AS TO TERMS AND CONDITIONS

By: Director, Information Systems Services



**Change Control Form**

<b>Contract Being Amended:</b>	Palm Beach County Civil Information System dated September 28, 1998
<b>Client:</b>	Palm Beach County ("Client")

<b>Change Order Title:</b>	Modify CDADOCT to create fees associated to a charge when a rule exists for the docket at CTRFEES	<b>ID No: 166</b>
<b>Date:</b>	6-19-07	
<b>Originator:</b>	Denise Guillium	<b>Effective Date:</b>

**Proposed Change Description:**

<p>The Custom Docket Association form CDADOCT will be modified to create fees associated to a charge when a rule exists for the docket at CTRFEES and the user selects a charge or charges. This change will result in the charge displaying on CBAACCD for the fees created from the rule.</p> <ul style="list-style-type: none"><li>• If the user selects one charge the fees created will be associated to the case/party/charge</li><li>• If the user selects multiple charges the fees will be created and associated to the case/party and each charge selected.</li></ul>
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**Additional Services Provided under this Change Control:**

ACS will provide Client with the following additional services:

None
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**Justification:**

Requested by Clerk.

**Affected Requirements:**

None

**Impact on Schedule:**

Work will be scheduled upon signing of this change control.

**Impact on Resources:**

Resources previously assigned to Palm Beach County modification work will be utilized.



**Payment Terms and Payment Schedule:**

Client will pay ACS the fees and charges as follows:

ACS will provide the fixed services as described in the Change Control, for the Fixed Price Services Fee of \$6,870.00 (the "Fixed Price Fee").

All invoices are due and payable "net 30". Invoices which are over 30 days past due will incur a service charge of one and one half percent (1½%) per month or eighteen percent (18%) per year.

**FIXED PRICE SERVICES CHANGE CONTROL FEE:** \$ 6,870.00

Payments will be made in accordance with the following schedule:

- An invoice for the amount of \$3,435 will be generated upon acceptance of the functional specs for the modification identified in this Change Control.
- An invoice for the amount of \$3,435 will be generated upon acceptance of modification.

**Other Terms and Conditions:** All other terms and conditions set forth in the original Master Agreement between the parties are unchanged and remain in full effect.



**Approvals:  
Final Approvals:**

Name: Denise Guillium  
\_\_\_\_\_  
Position: JIS Project Manager  
\_\_\_\_\_  
Signature: \_\_\_\_\_  
Date \_\_\_\_\_

Name: Spencer Parrott  
\_\_\_\_\_  
Position: ACS Vice President  
\_\_\_\_\_  
Signature: \_\_\_\_\_  
Date \_\_\_\_\_

**PALM BEACH COUNTY, FL BY  
IT'S BOARD OF COUNTY  
COMMISSIONERS**

By: \_\_\_\_\_  
Addie L. Greene, Chairperson

**SHARON R. BOCK  
AND  
CLERK & COMPTROLLER**

By: \_\_\_\_\_  
  
\_\_\_\_\_  
Deputy Clerk

**APPROVED AS TO FORM  
LEGAL SUFFICIENCY**

By: \_\_\_\_\_  
  
\_\_\_\_\_  
Assistant County Attorney

**APPROVED AS TO TERMS AND  
CONDITIONS**

By: \_\_\_\_\_  
Director, Information Systems Services



### Change Control Form

<b>Contract Being Amended:</b>	Palm Beach County Civil Information System dated September 28, 1998
<b>Client:</b>	Palm Beach County ("Client")

<b>Change Order Title:</b>	Modify CZPCLCT	<b>ID No:</b> 168
<b>Date:</b>	6-19-07	
<b>Originator:</b>	Denise Guillium	<b>Effective Date:</b>

**Proposed Change Description:**

The Custom Case Assignment to Collections Process (CZPCLCT) will be modified to allow the user to select the cases by case filing date:

- A Begin Date and an End Date will be added as parameters to the process
- The Begin Date will be required
- The End Date will be optional
- In order for a case to be sent to Collections, the CDBCASE filing date must be within the date range in addition to meeting the requirements on the Custom Collections Rule form (CZRCLCT)

ASSUMPTIONS: This will not stop cases that aren't in the date range from manually being sent to collections by entering the New Action Code at CDADOCT

**Additional Services Provided under this Change Control:**

ACS will provide Client with the following additional services:

None



**Justification:**

Clerk needs to be able to separate out the July 2004 to October 2006 cases

**Affected Requirements:**

None

**Impact on Schedule:**

Work will be scheduled upon signing of this change control.

**Impact on Resources:**

Resources previously assigned to Palm Beach County modification work will be utilized.





**Payment Terms and Payment Schedule:**

Client will pay ACS the fees and charges as follows:

ACS will provide the fixed services as described in the Change Control, for the Fixed Price Services Fee of \$7,380.00 (the "Fixed Price Fee").

All invoices are due and payable "net 30". Invoices which are over 30 days past due will incur a service charge of one and one half percent (1½%) per month or eighteen percent (18%) per year.

**FIXED PRICE SERVICES CHANGE CONTROL FEE:** \$ 7,380.00

Payments will be made in accordance with the following schedule:

- An invoice for the amount of \$3,690 will be generated upon acceptance of the functional specs for the modification identified in this Change Control.
- An invoice for the amount of \$3,690 will be generated upon acceptance of modification.

**Other Terms and Conditions:** All other terms and conditions set forth in the original Master Agreement between the parties are unchanged and remain in full effect.



**Approvals:  
Final Approvals:**

Name: Denise Guillium  
Position: JIS Project Manager  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: Spencer Parrott  
Position: ACS Vice President  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**PALM BEACH COUNTY, FL BY  
IT'S BOARD OF COUNTY  
COMMISSIONERS**

By: \_\_\_\_\_  
**Addie L. Greene, Chairperson**

**SHARON R. BOCK  
AND  
CLERK & COMPTRROLLER**

By: \_\_\_\_\_  
**Deputy Clerk**

**APPROVED AS TO FORM  
LEGAL SUFFICIENCY**

By: \_\_\_\_\_  
**Assistant County Attorney**

**APPROVED AS TO TERMS AND  
CONDITIONS**

By: \_\_\_\_\_  
**Director, Information Systems Services**