



Travis County Commissioners Court Agenda Request

Meeting Date: January 31, 2012

Prepared By/Phone Number: Lori Clyde/854-4205

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 10 To Contract No. PS990080TS, Cap Systems, Inc., for a Case Management and Benefits Administration (CABA) System.

Ø **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

ITS is responsible for the management and system administration of the Case Management and Benefits Administration (CABA) database for HHS. In addition, ITS is committed to meeting requirements to meet BEFIT deadlines for seamless transition to the enterprise financial system. ITS requests approval of the purchase of modifications to the existing CABA database financial screens to address interface requirements for BEFIT with various CABA screens as well as the Auditor Export file that posts and reconciles payments in SAP for services rendered by vendors to HHS clients. By approving this modification the April 1, 2012 BEFIT go-live deadline will be met. The cost of this modification is \$19,750.00 and will not affect the annual maintenance fees.

Modification No. 9 approved in Commissioners Court May 3, 2011, was for software enhancements.

Modification No. 8 approved in Commissioners Court March 16, 2010, was for upgrading AcuODBC software and user licenses and additional on-site consulting and training to expedite the CABA version 2 upgrade and Air Check system upgrade.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Modification No. 7 approved in Commissioners Court May 13, 2008, was for software enhancements to better accommodate the Air Check Program.

Modification No. 6 approved by the Purchasing Agent September 26, 2006, was for software enhancements.

Modification No. 5 approved in Commissioners Court March 2, 2004, was for the migration of the Emergency Assistance module to a Windows and Intel-based platform.

Modification No. 4 approved in Commissioners Court September 24, 2002, was for enhancements to the Emergency Assistance Module.

Modification No. 3 approved in Commissioners Court August 21, 2001, was for enhancements to the Emergency Assistance Module.

Modification No. 2 approved in Commissioners Court May 29, 2001, was to modify the contract language to allow for the partial payment for software maintenance after warranty expired. It also allowed for prorated payments to be made for the other modules when they are received.

Modification No. 1 approved in Commissioners Court September 28, 1999, was for updating the training & testing schedules associated with the implementation of the CABA system and to change the language regarding the 3rd party vendor for the ODBC database software.

Ø **Contract Modification Information:**

Modification Amount: \$19,750.00

Modification Type: Software enhancement

Modification Period: Beginning January 31, 2012

Ø **Funding Information:**

Purchase Requisition in H.T.E.: 550269

Funding Account(s): 001-0615-516-6099

Comments:

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TRAVIS COUNTY INFORMATION & TELECOMMUNICATION SYSTEMS

Joe Harlow Jr., Chief Information Officer

314 W. 11th Street, P. O. Box 1748, Austin, TX 78767 (512) 854-9666 Fax (512) 854-4401

Travis County Courthouse, Austin, Texas

DATE: Tuesday, January 10, 2012

TO: Cyd V. Grimes, C.P.M. – Travis County Purchasing Agent

FROM: Joe Harlow, Chief Information Officer and Mike Wichern, Chief Assistant County Auditor

SUBJ: Recommendation for Approval of Database Modifications to CABA/ BEFIT Interface

Proposed Motion:

To approve purchase of modifications to the existing CABA database financial screens to address interface requirements for BEFIT within various CABA screens as well the Auditor Export file that posts and reconciles payments in SAP for services rendered by vendors to Health and Human Services clients.

Summary & Staff Recommendation:

ITS is responsible for the management and system administration of the Case Management and Benefits Administration (CABA) database for HHS. In addition, ITS is committed to meeting requirements to meet BEFIT deadlines for seamless transition to the enterprise financial system. The purchase of modifications to various CABA screens, reports and export will meet the April 1, 2012 BEFIT go-live deadline.

Issues and Opportunities:

The modification can assist with the following functions.

- (1) Updated Budget Maintenance screen to meet vendor, county account, general ledger and internal order numerical character requirements of the new financial system.
- (2) Updated Auditor Export File by providing payment data in the required format to ensure vendors are paid in a timely manner.

Background:

The Case Management and Benefits Administration (CABA) system utilizes a software application call Community Action Program Total Automated Information Network. The CAPTAIN integrated system approach is built upon the concept of a single Client Data Base for all individual clients and family members served to which all departments of the agency have access. CABA was implemented September, 2000. Multiple upgrades/modifications have followed since then with the most recent being modifications to the Client Additional Intake and Case Notes screens.

Budgetary and Fiscal Impact:

The total impact of the purchase is \$19,750.00 and is pre-encumbered with requisition #550269 in the following line item:

001-0615-516-6099 \$19,750.00

Required Authorizations:

LEGAL: John Hille, County Attorneys Office
PURCHASING: Lori Clyde, Purchasing Department
BUDGET: Katie Gipson, Planning and Budget Office

CC: ITS; Russell Hahn, ITS; Pamela Dacus, ITS; Randy Lott, ITS; David Stanton

PURCHASE REQUISITION NBR: 0000550269

REQUISITION BY: MYRNA CREECY 854-6667

STATUS: READY FOR BUYER PROCESS
 REASON: MODIFICATIONS OF SOFTWARE APPLICATION (CABA)

DATE: 1/12/12

SHIP TO LOCATION: TRAVIS COUNTY - RUSK BLDG

SUGGESTED VENDOR: 47253 CAP SYSTEMS INC

DELIVER BY DATE: 1/20/12

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	SYSTEMS MODIFICATION OF SOFTWARE (CABA)	158.00	EA	125.0000	19750.00	
	EMS20010 BUDGET MAINTENANCE	20HRS				
	EMS20020 SERVICE POSTING	16HRS				
	EMS20030 SELECT INVOICES TO PAY	8HRS				
	EMS20040 ADJUSTMENTS	20HRS				
	VENDBROW VENDOR BROWSE MAINTENANCE	02HRS				
	EMSB2004 ASSISTACE BY SERVICE/FUND	02HRS				
	EMSB2009 INVOICE APPROVAL LIST	08HRS				
	EMSB2011 PAID INVOICE	02HRS				
	EMSB2014 BUDGET REPORT	02HRS				
	EMSB2015 CARE REPORT	02HRS				
	EMSB2021 ACTIVITY REPORT	02HRS				
	EMSB2023 RETURN FILE FROM AUDITOR	08HRS				
	EMSB2025 SERVICE/BUDGET UPDATE REPORT	02HRS				
	EMSB2027 WEATHERIZATION REPORT	02HRS				
	EMSB2002 LOAD VENDOR FILE	02HRS				
	EMSB2009 INVOICE APPROVAL LIST	08HRS				
	EMSB2011 PAID INVOICES	02HRS				
	EMSB2021 ACTIVITY REPORT	02HRS				
	EMSB2023 RETURN FILE FROM AUDITOR	08HRS				
	COMMON_BUDGET_REF20.COP	08HRS				
	COMMONDISP-20.COB	08HRS				
	COMMON_CABAWS20.COP	08HRS				
	EMSBDC-FILE	16 HRS FOR ALL				
	EMSC LAPMA-FILE					
	EMSC LCPMC-FILE					
	TOTAL HOURS	158				
	COMMODITY: DP PROC/COMP/SOFTWARE SVC					
	SUBCOMMOD: MODIFY EXISTING EQUIPMENT					
	REQUISITION TOTAL:				19750.00	

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	00106155166099	OTHER PURCHASED SERVICES	100.00	19750.00
		OTHER PURCHASED SERVICES		
		BEFIT1		
		BEFIT FUNDING		
				19750.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

Fiscal Year 2012

Account Balance Inquiry

Project Req'd

Account number . . . : 1-0615-516.60-99
Fund : 001 GENERAL FUND
Department : 06 COUNTY AUDITOR
Division : 15 BEFIT
Activity basic : 51 GENERAL GOVERNMENT
Sub activity : 6 COUNTY AUDITOR
Element : 60 OTHER PURCHASED SERVICES
Object : 99 OTHER PURCHASED SERVICES

Original budget : 0
Revised budget : 33,750 01/18/2012
Actual expenditures - current . . . : .00
Actual expenditures - ytd : 3,609.67
Unposted expenditures : .00
Encumbered amount : .00
Unposted encumbrances : .00
Pre-encumbrance amount : 29,500.00
Total expenditures & encumbrances: 33,109.67 98.1%
Unencumbered balance : 640.33 1.9

F5=Encumbrances F7=Project data F8=Misc inquiry
F10=Detail trans F11=Acct activity list F12=Cancel F24=More keys

MODIFICATION OF CONTRACT NUMBER: PS990080TS – Case Management and Benefits Administration System PAGE 1 OF 3 PAGES

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Lori Clyde TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: January 23, 2012
ISSUED TO: CAP Systems, Inc. 16 Market St Suite 204 Ipswich Ma. 01938 Attn: Brian Cayer	MODIFICATION NO.: 10	EXECUTED DATE OF ORIGINAL CONTRACT: March 2, 1999
ORIGINAL CONTRACT TERM DATES: <u>August 27, 2002 – August 26, 2003</u>		CURRENT CONTRACT TERM DATES: <u>February 1, 2012 – January 31, 2013</u>

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: \$ 334,204.00 Current Modified Amount \$ 653,779.00

DESCRIPTION OF CHANGES: Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

The above numbered contract is hereby modified as follows per the attached Proposal for Custom Programming:

- 1) Modify the existing CABA database financial screens to address interface requirements for BEFIT – 158 hours at \$125.00/hour \$19,750.00

Total cost of enhancements: \$19,750.00

These changes will not affect the annual maintenance cost.

Note to Vendor:

- Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
- DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: _____	<input type="checkbox"/> DBA
BY: _____ SIGNATURE	<input type="checkbox"/> CORPORATION
BY: _____ PRINT NAME	<input type="checkbox"/> OTHER
TITLE: _____ ITS DULY AUTHORIZED AGENT	DATE: _____

TRAVIS COUNTY, TEXAS	DATE: _____
BY: _____ CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	

TRAVIS COUNTY, TEXAS	DATE: _____
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	



CAP Systems, Inc.

16 Market Street, Suite 204, Ipswich, MA 01938 · Phone (781) 341-5440 · Fax (781) 341-5441

Proposal for Custom Programming

To: Ms. Pamela Dacus
100 H 35 North, Palm Square
Austin, TX. 78767

From: CAP Systems Inc.
16 Market St Suite 204
Ipswich, Ma. 01938

Dear Pam,

Based on our discussions CAP Systems will convert the EMS System to accommodate the vendor code and county account number field size changes that are being proposed by the auditor. This effort requires that all the programs listed below to be copied to a separate program id and we will review and modify each to handle these changes. In addition we will need to write a program that will change the file to handle the new field sizes. As you can see in the table below called "FD changes" we will need to re-build 3 tables. This effort should also take into consideration the creation

of a new test area on your server so that we can test all these programs 1 by 1 and allow your staff access for user acceptance purposes.

We are under the assumption that the invoice approval file will have the same general format that we currently provide and that we will be only expanding the field sizes to accommodate the auditors requested changes. If there is an entirely new format we may need to revise the time estimates on this program.

CAP Systems will create a new test area on the server at no charge do the testing can be completed.

Screens need to be changed as we are changing Budget Account and Vendor# fields.		Time
EMS20010	Budget Maintenance	20 Hours
EMS20020	Service Posting	16 hours
EMS20030	Select Invoices to Pay	8 hours
EMS20040	Adjustments	20 hours
VendBrow	Vendor Browse Maintenance	2 hours

Reports need to be changed as we are changing Budget Account		
EMSB2004	Assistance by Service/Fund	2 hours
EMSB2009	Invoice Approval List	8 hours
EMSB2011	Paid Invoices	2 hours
EMSB2014	Budget Report	2 hours
EMSB2015	CARE Report	2 hours
EMSB2021	Activity Report	2 hours
EMSB2023	Return file from Auditor	8 hours
EMSB2025	Service/Budget Update Report	2 hours
EMSB2027	Weatherization Report	2 hours

Reports need to be changed as we are changing Vendor#		
EMSB2002	Load Vendor File	2 hours
EMSB2009	Invoice Approval List	8 hours
EMSB2011	Paid Invoices	2 hours
EMSB2021	Activity Report	2 hours
EMSB2023	Return file from Auditor	8 hours

Common Routines Changes	
COMMON_BUDGET_REF20.COP	8 hours
COMMONDISP-20.COB	8 hours
COMMON_CABAWS20.COP	8 hours

FD Changes	
EMSBDC-FILE	16 hours for ALL
EMSCCLAPMA-FILE	
EMSCCLCPMC-FILE	

The total effort would be 158 hours @ \$125.00 per hour \$19,750.00

Sincerely,

Brian Cayer
 President
 CAP Systems Inc.