



County Counsel

COUNTY OF TULARE

AGENDA ITEM

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: November 6, 2018 **REVISED**

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

CONTACT PERSON: Jeff Kuhn PHONE: 559-636-4950

SUBJECT: Authorization to Pay Past Due Invoice from Sophus Consulting Inc.

REQUEST(S):

That the Board of Supervisors:

1. Approve a payment to Sophus Consulting, Inc. in the amount of 243.75 for software support services performed on July 2, 2018.
2. Find that the Board had the authority to engage the services and pay the invoice for services performed, and that it was in the County's best interest to engage the services at that time.

SUMMARY:

In fiscal year 2017-18, the County Purchasing Agent entered into Professional Services Agreement No. PA2863 with Sophus Consulting, Inc. for the support and configuration of ProLaw legal software for the benefit of the County Counsel's office, including consulting on general application and technical issues. This agreement expired on June 30, 2018 and in the press of business and with staff turnover, the office was tardy in requesting that the Purchasing Agent renew the agreement for fiscal year 2018-19. However, the office requested consulting services from the vendor after the old agreement expired and the vendor performed that work on July 2, 2018 at a total cost of \$243.75.

Neither the Purchasing Agent nor the County Counsel's office has the authority to approve payment for services incurred without an active agreement. Therefore, it is requested that the Board authorize payment in the amount of \$243.75 to Sophus Consulting, Inc. for software support services rendered on July 2, 2018. (Note that the County Counsel's office has put additional procedures in place to prevent this problem

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from recurring.)

FISCAL IMPACT/FINANCING:

County Counsel fiscal year 2018-19 budget line 001-080-2150-7043 has sufficient funds to cover the cost of the invoice.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

This item is aligned with the County's Strategic Business Plan Economic Well-Being Initiative. The approval of the item will ensure that the County is promoting economic development while effectively managing growth.

ADMINISTRATIVE SIGN-OFF:



Jeffrey L. Kuhn

Chief Deputy County Counsel

Cc: County Administrative Office

Attachment(s) Invoice No.2018249 Sophus Consulting, Inc.

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF)
AUTHORIZATION TO PAY PAST DUE) Resolution No. _____
INVOICE TO SOPHUS CONSULTING, INC.)
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved a payment to Sophus Consulting, Inc. in the amount of \$243.75 for software support services performed on July 2, 2018.
2. Found that the Board had the authority to engage the services and pay the invoice for services performed, and that it was in the County's best interest to engage the services at that time.



From **Sophus Consulting**
2795 E. Bidwell Street, 100-166
Folsom, CA 95630

Invoice For **Tulare County Counsel**
Attn: Daniel De La Cruz
Tulare County Information &
Communications Technology (TCiCT)
221 S. Mooney Blvd, 9E
Visalia, CA 93291

Invoice ID **2018249**
Matter ID/SOW **Agreement PA2323**
Invoice Date **09/21/2018**
Due Date **10/21/2018 (Net 30)**

Subject **ProLaw System Technical Consulting: July 2018**

Item Type	Description	Quantity	Unit Price	Amount
Service	Prolaw System Technical Consulting as outlined in Exhibit A of Agreement PA2323 Detailed Time Report Attached. Work performed in July 2018	1.25	\$195.00	\$243.75

Amount Due \$243.75