



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Marc Shorr, Chief Information Officer  
Date: June 5, 2018

Subject: Amend/Extend Contract with Genesis Data, Inc., for Data Entry Services

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Information Officer (Department of Information Technology), or designee, to execute a contract amendment with Genesis Data, Inc., effective May 22, 2018, to increase the payment limit by \$1,080,000 to a new payment limit of \$2,466,576 to provide data entry services for the period July 1, 2018 through June 30, 2021.

**FISCAL IMPACT:**

Increase of \$360,000 per year, over the next three fiscal years. 100% Department User fees. Funds are budgeted for this contract under Org #1060, each fiscal year. DoIT recovers the costs through charges to County departments and special districts.

**BACKGROUND:**

DoIT had a large data entry section that provided services to most County departments. Over the last 20 years, our data entry activities have decreased because of the installation of online interactive systems implemented in most departments. This technology has made it possible for departments to perform much of their own data entry. Consequently, DoIT reached a point where it was no longer cost effective to maintain an in-house data entry

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **06/05/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 5, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Joanne Buenger (925)  
313-1202

cc:

section. The County has been contracting with Genesis for data

BACKGROUND: (CONT'D)

entry services since 1991.

In accordance with Administrative Bulletin 605, service contracts exceeding \$100,000 require the approval of the Board of Supervisors.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Department of Information Technology will not be able to provide a data entry vendor for use by various County departments.