



# County of Santa Cruz

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0049

## Personnel Department

Dania Torres Wong, Personnel Director  
701 Ocean Street, Suite 310, Santa Cruz, CA 95060  
(831) **454-2600** Fax: (831) **454-2411** TDD: (831) **454-2123**

May 14, 2002

AGENDA: May 21, 2002

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA. 95060

### APPROVE ACTIONS NECESSARY TO IMPLEMENT SECOND PHASE OF ON-LINE EMPLOYMENT APPLICATION

Dear Members of the Board:

During this fiscal year's budget process, the Board approved and allocated \$80,000 in the ISD Technology fund to purchase both Phase One (online employment application) and Phase Two (scanning technology component) of the online employment system. On August 7, 2001, your Board approved the contract and service agreement with OnePlanetWeb, Inc. in the amount of \$38,800 for the Phase One purchase of the online software, training and implementation of the system. As of this date, the Personnel Department has successfully implemented Phase One.

At this time, the Personnel Department would like to move forward with Phase Two - the purchase of the scanning technology component that will provide for review and annotation of all applications electronically and integrate all paper and online applications into a single, complete online hiring and management system. Together, the online employment system and scanning component become a single integrated system for annotating, reviewing, searching, sorting, sending notices, and sharing select applications online with hiring departments, regardless of whether the applications were submitted **as** paper or online. The scanning technology component of the online employment system will enable our County to scan applications into a database and certify employment lists electronically with electronic applications to all hiring departments.

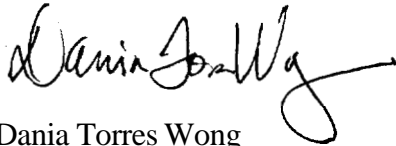
Additionally, the implementation of Phase Two of the scanning component will result in increased efficiency in the time-to-hire, cost savings for paper printing, mailing, photocopying, and instant availability of applications and hiring lists to improve efficiencies at every point of the hiring process.

This letter recommends actions to implement the second phase -- the purchase of the software, scanner hardware and implementation -- which would require the remaining \$41,200 in the technology account of index 190500. We recommend transferring \$41,200 to the Employment Services budget index 5 13000 for the purposes of executing and amending the contract for Phase Two of this system. Therefore, we have attached a Transfer of Funds moving \$41,200 between these two budget indices for Phase Two.

Also attached is an ADM-29 and amended contract signed by the vendor, which implements Phase Two. The attached amended contract provides an operational schedule centered on the December 13, 2002 implementation date and has attachments that provide for the specific needs of the Santa Cruz County personnel system.

Therefore, IT IS RECOMMENDED that your Board approve the attached Transfer of Funds, approve the attached ADM-29 and amended contract for the purposes of a purchase and installation of the scanning technology component, and authorize the Personnel Director to sign the amended contract on behalf of the County.

Very truly yours,



Dania Torres Wong  
Personnel Director

Attachments:

ADM – 29

OnePlanetWeb, Inc., Amended Contract Agreement

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

CC: County Administrative Office  
Auditor Controller  
Fiscal  
General Services  
Personnel Department

## AMENDMENT TO AGREEMENT

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The parties hereto agree to amend that certain Agreement dated July 26, 2001, by and between the COUNTY OF SANTA CRUZ and ONEPLANETWEB, MC., by:

- (1) increasing the contract compensation by ~~an~~ additional amount not to exceed \$41,200.00, bringing the total contract compensation to an amount not to exceed \$80,000.00; and
- (2) adding an additional scope of work to include Phase Two for implementation of the Scanning Component.

The specific scope of work and budget for Phase Two is set forth in Exhibits A and B to this Amendment to Agreement.

All other provisions of said Agreement shall remain the same.

Dated: May 14, 2002

COUNTY OF SANTA CRUZ

By: \_\_\_\_\_  
Personnel Director

CONTRACTOR

By: Jenna Berg  
Jenna Berg, President

Address: OnePlanetWeb, Inc.  
322 E. Arrellaga St.  
Santa Barbara, CA 93101  
Telephone: (805) 963-1056

APPROVED AS TO INSURANCE:

By: Janet McKinley  
Risk Management

Date: 5-15-2002

APPROVED AS TO FORM:

By: LC &  
County Counsel

Date: 5/15/02

DISTRIBUTION: County Administrative Office  
Auditor-Controller  
County Counsel  
Risk Management  
Personnel Department  
Contractor

Phase Two of the Online Employment System for the County of Santa Cruz:

The online employment system for applications submitted via the Internet (Phase One) is to be followed by the implementation of the Scanning Component (Phase Two) to create electronic documents from paper employment applications and to integrate the applications submitted via paper or online into a single electronic review and hiring system.

- a. The Scanning Component uses a “smart-form” which ~~will~~ replace the existing paper application. OnePlanetWeb, Inc. will design the “smart form”.
- b. The Scanner will be set-up and Cardiff Teleform software installed by Santa Cruz County. Assistance can be provided by Scantron Technical Support if needed.
- c. OnePlanetWeb, Inc. ~~will~~ create and install a client-side component that will be activated from the scanning workstation to manage image storage and data transmission to the JobAps server.
- d. OnePlanetWeb, Inc. will customize the JobAps Scanning and Online Hiring Software to reflect the hiring rules of Santa Cruz County, which will be determined during the customization period.
- e. Procedures will be determined during the customization phase to allow for import/export of data between TRAC and JobAps.
- f. Training will cover the daily scanning procedure, interface with TRAC, and the use of the JobAps Online Hiring Software for online annotation of applications and sharing of applications with hiring departments.
- g. Training of hiring department staff by HR staff will be discussed.
- h. Scanning ~~will~~ be rolled out one job at a time until a comfort level is reached, and then the former paper application ~~will~~ be completely replaced by the new Scannable application. All applications will then be stored electronically and will be accessible via JobAps and the Internet.

Amendment to EXHIBIT 1: Software

**Add**

**6. Scanning Component Software:**

- a. Client-side component to manage image storage and data transmission to JobAps Server
- b. “Hiring” Server-side component to annotate applications online, track applicants, and share lists of eligible candidates with other departments.

Amendment to EXHIBIT 4: Web Hosting, Maintenance and Technical Support

Replace Exhibit 4, Section 3 with

**3. TECHNICAL SUPPORT**

Three (3) hours of technical support (phone/web) per year are included with the Web Hosting, Maintenance, and Technical Support package for Phase One. Unlimited technical support is provided with Phase Two, the JobAps Scanning Component, for all Licensee staff who has attended the complete training for Phase Two. Staff who have not attended the complete Phase Two training may be billed for technical support at the rate of \$50 per 15 minutes. All technical support requests are billed in 15-minute increments, with a minimum of 15 minutes per incident.

Software Technical Support for the Licensee using the three hours *of* Software Technical Support provided with Phase One Web Hosting, Maintenance, and Technical Support package or using the Technical Support provided with Phase Two or using an Advanced Technical Support Agreement is available via email or phone during normal business hours from **8 AM** to **5 PM**, Monday through Friday, holidays excepted. Requests for technical support **will** normally receive a response within **24** hours.

Hosting Technical Support is available **24** hours a day, 7 days a week, 365 days a year.

Additional Software Technical support is available as described in Exhibit 6

Exhibit B – Amendment to Agreement  
Budget and Fee Schedule for Phase Two

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The components and fees necessary for Phase Two are:

Hardware: Est. \$6796 incl. **tax** Scanner – Purchased through OnePlanetWeb, Inc.

Remaining Software, Training, and Maintenance are all purchased through OnePlanetWeb, Inc.

Software: \$6480 incl. **tax** Adobe-Cardiff Teleform Software V8.0  
(Incl. below) JobAps Client-side Scanning Software  
\$20,000 JobAps Server-side Scanning and Online Hiring Software  
Training: \$2,500 1 day of training in Santa Cruz

Maintenance \$4,000/YR Required JobAps Maintenance & Support

Fee and Customization Schedule:

Due July 15, 2002	Est. $\$6796 + \$6480 = \$13,276$ Fees paid for purchase of scanner and Teleform Software - Costs outlined above
Due July 15, 2002	<u>\$10,000</u> JobAps Scanning Software Deposit of \$10,000
Due Dec. 6, 2002 or upon acceptance	<u>\$14,000</u> Balance on JobAps Server-Side component of \$10,000 + <b>\$4,000</b> for JobAps Scanning Maintenance, Hosting & Technical Support
Due upon receipt of invoice	<u>\$2500</u> Training Fees and Costs

Training Scheduled for: December 13, 2002.

Additional Customization:

In addition to the fee schedule set forth above, there shall be a \$1,424 reserve contingency for customization. The County must approve any expenditures of the contingency in advance in writing.

**COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT**

0055

TO: Board of Supervisors  
County Administrative Office  
Auditor Controller

FROM: Personnel (Department)

BY: Dania Torres (Signature) 5/14/02 (Date)

Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One)      Expenditure Agreement ☒      Revenue Agreement ☐

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the County of Santa Cruz Personnel Dept. (Department/Agency)  
and OnePlanetWeb, Inc., 322 E. Anrellaga St., Santa Barbara, CA 93101 (Name/Address)
2. The agreement will provide an amendment to existing contract for Phase Two of on-line application system

3. Period of the agreement is from July 26, 2001 to June 30, 2002

4. Anticipated Cost is \$ 41,200      ☐ Fixed      ☐ Monthly Rate      ☐ Annual Rate      ☒ Not to Exceed

Remarks: This is an amendment providing additional work and compensation for Phase Two.

5. Detail: ☐ On Continuing Agreements List for FY \_\_\_\_ - \_\_\_\_ . Page CC- \_\_\_\_      Contract No: \_\_\_\_      OR      1<sup>st</sup> Time Agreement in 2001-02
- ☐ Section II      No Board letter required, will be listed under Item 8
- ☐ Section III      Board letter required
- ☐ Section IV      Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 513000 (Index) 3665 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60 (Aud 74 Attached)

Appropriations are available and will be encumbered.

Contract No: 12558

By: Rayar Date: 05/14/02

Auditor-Controller Deputy

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize

DANIA TORRES WONG (Dept/Agency Head) to execute on behalf of the PERSONNEL

(Department/Agency)

Date: 5/14/02

By: [Signature]  
County Administrative Office

**Distribution:**

Board of Supervisors - White  
Auditor Controller - Canary  
Auditor-Controller - Pink  
Department - Gold

state of California  
County of Santa Cruz

I, \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Office by an order duly entered in the minutes of said Board on \_\_\_\_\_ 20\_\_

ADM - 29 (8/01)  
Title I, Section 300 Proc Man

By: Deputy Clerk

**AUDITOR-CONTROLLER USE ONLY**

CO	Document No.	JE Amount	Lines	H/TL	Keyed By	Date
TC110						
	Auditor Description	Amount	Index	Sub object	User Code	

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**COUNTY OF SANTA CRUZ**  
REQUEST FOR TRANSFER OR REVISION  
OF BUDGET APPROPRIATIONS AND/OR FUNDS

0056

Department: Personnel Department

Date: 5-7-02

TO: Board of Supervisors County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, 19 2002

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C HASH
JE 6	824000.00	02	43

BATCH #	
DATE	Keyed By:

		T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *
T R A N S F E R	O	0 2 1	51 3 0 0 0	3 6 6 5		4,120,000.00	Professional & Spec. Svcs.
F R O M	O	0 2 2	1 9 0 5 0 0	9 6 9 5		(4,120,000.00)	ISD Technology Account

Explanation: Funds for scanning technology component which is second phase of online employment system, were budgeted in the ISD technology account and must be transferred to the employment services budget for the execution and management of the amended contract for this purpose.

Name: Diana Lopez Title: Director of Personnel

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by R. Rojas, Deputy Date 05/14/02

County Administrative Officer's Action: ☒ Recommended to Board ☐ Approved ☐ Not Recommended or Approved

County Administrative Officer ASH Date 5/14/02

State of California } As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for  
County of Santa Cruz } transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order  
duly entered in the minutes of said Board on

\_\_\_\_\_, 19\_\_\_\_, By \_\_\_\_\_, Deputy Clerk

(A-C)\* Desc : \_\_\_\_\_ # \_\_\_\_\_ - Budget Transfer

Distribution:

White-Board of Supervisors  
Auditor-Controller

BRD. NAME

AGENDA DATE

ITEM NO.

Green-County Administrative Officer  
Pink-Originating Department

Goldenrod-Departmental Control Copy

A-C Review

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