

AGENDA ITEM # 12April 6, 1999VOL.103, pg.447

Consider adopting resolution opposing any legislative efforts to reduce the role of commissioners courts to authorize contracts for professional services, including but not limited to hiring of delinquent tax attorneys. (House Bill 1905).

Moved: Commissioner Boatright

Seconded: Commissioner Heiligenstein

Motion: To draft letter opposing any legislative efforts to reduce the role of commissioners courts to authorize contracts for professional services, including but not limited to hiring of delinquent tax attorneys. (House Bill 1905).

Vote: Motion carried 5 - 0

<Clerk copy here >

AGENDA ITEM # 13April 6, 1999

Hear report from Y2K Coordinator and take any appropriate action desired.

Commissioners Assistant Julie Lyon discussed changes from the original recommendation to:

Resource Management International (RMI)	\$104,912.00
Juvenile Services	6,000.00
County Treasurer	15,462.00

Moved: Commissioner Heiligenstein

Seconded: Commissioner Limmer

Motion: To adopt recommended amendments by Resource Management International (RMI) and Y2K Coordinator.

Vote: Motion carried 5 - 0

Summary

Department	Requesting	Recommending	Remediation
RMI		\$104,912	
26th District Court	\$0	\$0	
277th District Court	\$0	\$0	
368th District Court	\$0	\$0	
911 Addressing	\$0	\$0	
Auditor's Office	\$0	\$0	
Benefits	\$2,500	\$1,800	1 PC
Capital Area Task Force	Did not Receive Plan		
Commissioner, Pct. 1	\$0	\$0	
Commissioner, Pct. 2	\$0	\$0	
Commissioner, Pct. 3	\$0	\$0	
Commissioner, Pct. 4	\$0	\$0	
Communications	\$0	\$0	
Constable Pct. 1	\$0	\$0	
Constable Pct. 2	\$0	\$0	
Constable Pct. 3	\$0	\$0	
Constable Pct. 4	\$0	\$0	
County Attorney	\$6,194	\$4,097	PC & Software Repair
County Clerk	\$4,153	\$5,700	3 PC's
County Court at Law #1	\$0	\$0	
County Court at Law #2	\$2,000	\$1,800	1 PC
County Judge	\$0	\$0	
County Treasurer	\$13,870	\$15,462	Replace Kronos
District Attorney	\$2,249	\$2,450	1 PC & 3 Repairs
District Clerk	\$1,800	\$1,800	1 PC
EMS	\$18,306	\$18,306	8 PC's & EKG Monitors
Extension Service	\$0	\$0	
Health District	Did not Receive Plan		
Human Resources/Elections	\$0	\$0	
Information Systems	\$53,540	\$53,540	Help to install patches
Justice of the Peace Pct. 1	\$32,984	\$32,364	PC's, Apollo, & Server
Justice of the Peace Pct. 2	\$25,614	\$25,614	1 PC, Apollo, & Server
Justice of the Peace Pct. 3	\$0	\$0	
Justice of the Peace Pct. 4	\$20,877	\$20,877	Apollo & Server
Juvenile Services	\$12,380	\$17,635	Server, 1 PC & Software
Maintenance	\$33,489	\$33,489	Fire Controls & AC
Sheriff's Department	\$6,049	\$6,049	3 PC's
Tax Assessor/Collector	\$0	\$0	
Unified Road System	\$4,128	\$4,128	Fuel Control Software
Veterans Services	\$0	\$0	
Total	\$240,133	\$350,023	

approved 4-6-99
John C. Daefler

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Changes from original recommendations:

RMI	Based on input from Commissioners' Court, \$104,912 is recommended for RMI's services. Attached you will find an explanation of these services.
Juvenile Services	Installation of the server was not accounted for in the original recommendations. An additional \$6,000 is recommended.
County Treasurer	\$13,870 was recommended for a 500 employee count system from Kronos. A new proposal has been submitted for a 1000 employee count system which would better serve the County in the future. \$15,462 is recommended.



RESOURCE MANAGEMENT
INTERNATIONAL, INC.

April 2, 1999

Ms. Julie Lyon
Assistant to Commissioner's Court
211 Commerce Cove, #7
Round Rock, Texas 78664

Subject: Cost Proposal for Year 2000 Phase II/III Services

Dear Julie:

Pursuant to your request on March 28, 1999, Resource Management International, Inc. (RMI), is pleased to submit this cost proposal for Year 2000 Phase II/III services to Williamson County.

Our Understanding

It is our understanding that Williamson County is requesting Year 2000 Phase II/III services in the following areas:

- Plan and conduct a Year 2000 system test of The County-wide 800 Mhz system.
- Support the development of a Year 2000 exercise involving mission critical systems to be directed from the Emergency Operation Center (EOC) to verify Year 2000 contingency planning and procedures.
- Prepare a general test procedure in order for The County to perform Year 2000 confidence tests of designated Year 2000 compliant PCs.
- Assist in the preparation of an abbreviated plan for maintaining limited emergency operations from the ECO during the period December 31, 1999 through January 3, 2000 roll-over period. In addition, provide Year 2000 on-call technical support for the EOC during the period December 15, 1999 through January 15, 2000.

The County has completed a Year 2000 Phase I inventory and risk assessment of computer and embedded systems (hardware and software) within all County Departments or functional areas. This includes BIOS and operating system checks of all PCs.

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Cost Proposal for Year 2000 Phase II/III Services
 April 2, 1999
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Assumptions

In preparing this cost proposal, RMI has made the following assumptions:

- A contract for Year 2000 services will be awarded by April 12, 1999.
- Project goals: complete PC test procedure by May 28, 1999; complete 800 Mhz testing by July 2, 1999; complete contingency planning support (includes EOC plan) by August 27, 1999; and perform EOC support December 15, 1999 through January 15, 2000.
- The requested services will involve the following areas of applied technology: computer systems and equipment (hardware and software), embedded systems and equipment, telecommunications, and interfaces.
- The requested services will involve all County Departments and functional areas.
- The County will plan and conduct user certification/acceptance testing.
- The County will conduct PC Year 2000 confidence tests based on RMI developed test procedure.
- PC hardware and software inventories, as well as associated assessment data, are available and will be provided.
- PCs have been updated to Year 2000 compliant configurations.
- PC applications have been updated to Year 2000 compliant version software.
- An inventory of the 800 Mhz system and system diagram of the 800 Mhz system and or are subject matter experts (SMEs) will be available to assist in the test planning effort.
- Contingency plans for County departments and respective SMEs will be made available to assist in contingency planning activities.

Our Approach

RMI is proposing to tailor our standard approach to performing the Year 2000 Phase II/III services to meet the specific needs requested by The County. Considering where The County is in their process, and the assistance that you are requesting, RMI proposes that the requested services be performed following the work steps described below.

Task 0—Project Initiation and Administration

This task will involve confirming the scope of work, project plan and schedule, staffing requirements, the business terms and conditions associated with this project, and conducting a kick-off meeting. This task will also include ongoing project management and administration. The confirmed scope of work and schedule will be documented in a statement of work (SOW) and project plan and schedule, which can be negotiated and finalized within one week of contract award.

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Task 1—Plan and Conduct Year 2000 Test of the 800Mhz System

This task consists of planning and conducting a Year 2000 system test of The County-wide 800 Mhz system. This task initially involves an analysis of the existing system. This will include collecting and reviewing the following data on the 800 Mhz system: inventory data (make and model numbers), Year 2000 risk assessment data, system layout diagrams (locations), performance data, and system acceptance test documentation (test plans, procedures, scripts, reports etc.). This also includes meeting with system users and SMEs to gain a full understanding of system operational parameters/usage, procedures, and performance requirements. RMI will also review similar current and past projects in order to leverage these efforts and apply them to the 800 Mhz system. Finally, RMI will contact the manufacturer (Motorola) and attempt to obtain manufacturer Year 2000 analysis and verification data for each major system component as well as obtain copies of perviously developed Year 2000 test procedures. Based on this analysis, RMI will then develop a test plan/procedure for the 800 Mhz system. Once the test plan/procedure is developed, a procedure checkout (PCO) test will be performed. The PCO will serve two important purposes. First, it provides an opportunity to checkout or dry run the procedure prior to the formal test and make changes, if required. Secondly, it also provides an opportunity to conduct a test of the system in an informal test environment. When RMI is satisfied with the test plan/procedure, it will be formally submitted to The County for approval. Once approved, RMI will conduct a formal test to verify Year 2000 compliance. During the test, data will be collected and test logs will be maintained. Test deficiency reports will be prepared for any system problems observed during the test. Once the test is completed, test data will be analyzed, and a test report will be prepared.

Task 2—Support Development of a Year 2000 Exercise

It is assumed The County will lead this effort. This task consists of providing a level of effort (LOE) support to The County in developing a Year 2000 exercise involving mission critical systems, in order to verify Year 2000 contingency plans and procedures. The exercise will be conducted from the EOC and should involve all County departments. The exercise should be scheduled and conducted after all departments have completed and or updated their contingency plans. It is assumed that the exercise will be scheduled and conducted in the late summer or early fall, preferably in September 1999. The task will begin with a review and analysis of the department contingency plans. It will also consist of research into similar efforts undertaken by other county and/or local governments as well as a review of federal and or state developed guidelines. Based on this review, an exercise scenario will be developed for The County. A supporting plan should also be prepared to implement the Year 2000 exercise. The plan should include provisions for advising the public prior to the exercise so as not to cause any undo concerns.

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INTERNATIONAL, INC.

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Task 3—Prepare PC Test Procedure

This task consists of preparing a general test procedure in order for The County to perform Year 2000 confidence tests of designated Year 2000 compliant PCs. This task will involve a review and analysis of PC hardware and software inventories and associated risk assessments. From the inventory, a listing of date impacted applications will be prepared. Software vendor as well as test services providers [e.g., National Software Testing Laboratories (NSTL)] web sites will then be researched for recommended Year 2000 user test procedures. If required, vendors will be also be contacted and requested to provide test procedures used in certifying their products. Based on this analysis, a test procedure will be prepared, and a PCO test will be performed. When RMI is satisfied with the procedure, it will be formally delivered to The County for use in Year 2000 confidence testing.

Task 4—Provide EOC Support

This task consists of providing a level of effort (LOE) support to The County in the preparation of an abbreviated plan for maintaining limited emergency operations from the ECO during the period December 31, 1999 through January 3, 2000 roll-over period. Also, this includes providing on-call Year 2000 technical support to the EOC during the period December 15, 1999 through January 15, 2000.

RMI Qualifications

RMI has previously provided you with an overview of our qualifications to perform this assessment. Specific references are provided below for Year 2000 projects in which RMI is participating.

- Sacramento Municipal Utility District—Year 2000 assessments for power plants
 Contact: Paul Bender, Manager Generation – (916) 732-6813
- City of Georgetown, Texas—Phase I Year 2000 assessment for the entire City and Phase II implementation services.
 Contact: George Russell, Assistant City Manager – (512) 930-3723
- City of Hamilton!, Ohio—Phase I Year 2000 assessment for the entire City and Phase II/III implementation services.
 Contact: Steve Sorrell, City Manager – (513) 867-7378

Business Terms and Conditions

RMI proposes to provide the Phase II/III services described above on a time and materials basis, whereby fees are based upon the actual level of effort incurred, at our

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discounted management rates. Out of pocket expenses for travel and subsistence are billed at actual cost.

Upon contract award, Task Orders will be prepared for the above tasks. These will be appended as exhibits to the existing Professional Service.

As shown in Table 1, RMI estimates that the Phase II/III effort will require approximately 934 hours of effort and \$104,912 in fees, plus out of pocket expenses for travel and subsistence. The preliminary schedule for providing the requested Phase II/III services is also shown.

Task	Phase	Hours	Cost	Preliminary Schedule
0	II/III	122	\$12,512	4/12/99 to 1/15/00
1	III	288	\$31,620	4/12/99 to 7/2/99
2	II	176	\$21,352	6/7/99 to 8/27/99
3	III	148	\$15,668	4/12/99 to 5/28/99
4	III	200	\$23,760	12/15/99 to 1/15/00
Total		934	\$104,912	

Table 1 - Project Cost and Schedule Summary

Conclusion

RMI welcomes the opportunity to assist Williamson County in the completion of this important task. Should you have any questions, or require additional information, please feel free to contact me or Tony Nuccio at (512) 345-5415.

Sincerely,



Dan T. Stathos
Managing Executive Consultant

cc: William F. Peak
Tony Nuccio

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RMI

RESOURCE MANAGEMENT
INTERNATIONAL, INC.

AGENDA ITEM # 14

April 6, 1999

Consider approving a line item transfer for Tax Assessor/Collector:

from: 0100-0499-004999	Miscellaneous	\$450.00
0100-0499-004544	Repairs to Equipment	200.00
0100-0499-004510	Facility Maintenance & Repair	200.00
to: 0100-0499-004350	Printed Forms	850.00

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To approve a line item transfer for Tax Assessor/Collector:

from: 0100-0499-004999	Miscellaneous	\$450.00
0100-0499-004544	Repairs to Equipment	200.00
0100-0499-004510	Facility Maintenance & Repair	200.00
to: 0100-0499-004350	Printed Forms	850.00

Vote: Motion carried 5 - 0

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ORDER APPROVING A LINE ITEM TRANSFER FOR

1999	Tax A/c	Alborak M. Hunt
FUND	DEPARTMENT	SIGNATURE

WHEREAS, The Williamson County Commissioners Court has carefully studied the public necessity of transferring funds from one line item to another within the above mentioned department's budget; and

WHEREAS, The Williamson County Commissioners Court, due to unforeseeable circumstances, did not appropriate sufficient funds in the proper line items when adopting the current county budget; and

WHEREAS, On the 6th day of April, 1999, a motion made by Commissioner Boatright and duly seconded by Judge Doerfler the motion carried by a vote of 5 votes for, 0 votes against.

THEREFORE, BE IT ORDERED THAT THE 1998 FISCAL YEAR WILLIAMSON COUNTY BUDGET BE AMENDED AND THE FOLLOWING AMOUNT(S) BE TRANSFERRED FROM THE FOLLOWING LINE ITEMS INTO THE NEEDED LINE ITEMS:

FUNDS TO BE REMOVED FROM THE FOLLOWING LINE ITEMS:

LINE ITEM #	DESCRIPTION	AMOUNT
0100-0499-004999	Miscellaneous	\$ 450.00
0100-0499-004544	Repairs to office Equipment	\$ 200.00
0100-0499-004510	Facility Maintenance & Repair	\$ 200.00
	(total)	850.00

FUNDS TO BE INCREASED IN THE FOLLOWING LINE ITEMS:

LINE ITEM #	DESCRIPTION	AMOUNT
0100-0499-004350	Printed Forms	\$ 850.00

WHEREUPON, A motion made and seconded, the Williamson County Commissioners Court did authorize the County Judge to sign this Order, the County Clerk was instructed to file a copy of this Order with the existing budget, and to forward a copy of this Order to the County Auditor.

ATTEST:

Nancy Rister, County Clerk

John C. Doerfler 4-6-99
John C. Doerfler, County Judge