OMB Granicus Review

Granicus Title	Intergovernmental Services Agreement with the Juvenile Welfare Board for Information Technology Services from Business Technology Services.				
Granicus ID#	25-0946A	**Reference #**	N/A	**Date**	08/04/2025

Mark all Applicable Boxes:

Type of Review							
CIP		**Grant**		**Other**		**Revenue**	X	**Project**	

Fiscal Information:

New Contract (Y/N)	N	**Original Amount**	$	319,970.30
Fund(s)	5001	**Amount of Change (+/-)**	$	0.00
Cost Center(s)	100200	**Total Amount**	$	319,970.30
Program(s)	7022	**Amount Available (FY25)**	$	640,290.00
Account(s)	3412107	**Included in Applicable Budget? (Y/N)**	Y	
Fiscal Year(s)	FY26 – FY30			

Description & Comments
(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Business Technology Services (BTS) is seeking the approval of the Intergovernmental Services Agreement (SLA) with the Juvenile Welfare Board (JWB) for information technology (IT) services from BTS. The agreement includes $319,970.30 in annual revenue for BTS from October 1, 2025 through September 30, 2030 for a total of $1,599,851.50 over the five-year term. Per Exhibit C of the SLA, the "annual labor rate will be assessed to ensure the rate is adequate to cover the cost of BTS staff." This may be adjusted in future fiscal years due to cost-of-living adjustments (COLA), market conditions, and benefits.

Revenue for this agreement is included in the FY26 Operating Budget for BTS in the Business Technology Services Fund. A total of $640,290 was confirmed by the Office of Management and Budget (OMB) for this Account in FY26, which includes the revenue from this SLA. FY26 and future revenue will be dependent on the passing of the annual Operating Budget.

Analyst: Shane Kunze **Ok to Sign:** ☒

Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
   a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is _____ percent higher or lower due to_____)".**
5. Save the form with the following naming convention:
   a. **OMB.Review_XX-XXXX_Department_Subject_Date)**

      b.   (e.g., OMB Review_22-529A_PW_Sidewalk_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
      a.   Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).