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DATE: March 17, 2022

TO: Tasha Scott, Health Services Director of Contracting

FROM: Palak Jain
Buyer II

SUBJECT: Request for Retroactive Approval to add funds to Contract #23-638-1, Cactus Healthcare Resources LLC, for consultation and technical assistance for Health Services Department's Information Technology Unit for the period January 1, 2020 through December 31, 2021.

STATEMENT OF NEED FOR RETROACTIVE CONTRACT

The above referenced contract between the Contra Costa Health Services and Cactus Healthcare Resources LLC, to provide consultation and technical assistance with regard to information technology analytics and assisting with the project management and implementation of new systems for the period January 1, 2020, through December 31, 2021.

We ask for additional funds totaling \$7,592.50 to be added to pay for service rendered by the Contractor in good faith. Due to the pandemic, additional contractors were needed over the year to address the short term needs of the department. This caused a slight overage of costs.

The contract, #23-638-1, will have a new payment limit of, not to exceed, \$1,187,792.50.

BENEFIT TO CONTRA COSTA COUNTY

If this request is not approved, the Contractor will not be paid for services requested by County staff and provided by Contractor.

AUTHORIZATION OF SERVICES

These services were requested/authorized by the CIO of the Contra Costa Health Services Department.

