



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: February 2, 2016

Subject: Northwoods Contract Amendment

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Northwoods Consulting Partners, Inc. to increase the contract payment limit by \$1,180,051 to a new contract payment limit of \$2,269,865 for additional licenses, software support, and application customization services for the Northwoods document imaging and management system for the period February 1, 2016 through January 31, 2017.

**FISCAL IMPACT:**

The \$1,180,051 payment limit increase is for the period of February 1, 2016 through January 31, 2017 and will be paid in fiscal years 2015-2016 and 2016-17. This contract will be funded by EHSD administrative overhead funding sources (10% County, 45% State, 45% Federal).

**BACKGROUND:**

The Employment and Human Services Department (EHSD) entered into a contract with Northwoods Consulting Partners, Inc. in December 2013 for conversion to and implementation of an on-line document management system. The system provides

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/02/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, 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: February 2, 2016

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

By: Chris Heck, Deputy

Contact: Elaine Burres,  
313-1717

cc:

functionality and a database for the on-line storage, retrieval, and transfer of critical documents required to determine and verify eligibility

BACKGROUND: (CONT'D)

to all benefit programs administered by EHSD and to meet State-mandated case management requirements.

Funding of the contract for the annual support period of February 1, 2016 through January 31, 2017 is necessary to meet contractual obligations for continued staff access to the system to perform critical and daily tasks and to receive basic software support for business continuity. The contract provides for extended help desk services, licenses for new employees, system enhancements, and consultation services, including services necessary to support technical initiatives for which document images, data, and functionality are key components.

CONSEQUENCE OF NEGATIVE ACTION:

Without the amendment, payment cannot be made to Contractor resulting in a disruption of systems access and daily operations required to administer the Department's benefit program and provide customer service.

CHILDREN'S IMPACT STATEMENT:

Not applicable.