



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: January 17, 2017

Subject: Northwoods Consulting Partners, Inc. 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 \$1,279,673 for a new contract payment limit of \$3,549,538 for additional software licenses and software support for Compass Pilot, the Employment and Human Services Department's document management system for the period February 1, 2017 through January 31, 2018.

FISCAL IMPACT:

\$3,549,538, including contract amendment amount of \$1,279,673: 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 2012 to convert to, and implement a document management system, Compass Pilot. The document management system provides functionality and a database for on-line case storage, retrieval, and transfer of critical documents required to determine and verify eligibility to all benefits programs administered

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/17/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: January 17, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Elaine Burres,
313-1717

cc:

by EHSD, and meet State mandated case

BACKGROUND: (CONT'D)

management requirements.

Funding of the contract for the period of February 1, 2017 through January 31, 2018 is necessary for additional software licenses and staff's continued access to the system to perform critical and daily tasks and to receive basic software support for business continuity. In addition, the Contract provides for funding of extended help desk services, licenses for new employees, system enhancements, and consultation services, including services necessary to support other technical initiatives for which Compass Pilot document images, data, and functionality are key components.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to make payment to Contractor for systems access and support will disrupt daily operations required to administer County benefit programs and provide customer service.

CHILDREN'S IMPACT STATEMENT:

Not applicable.