



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: August 8, 2017

Subject: Contract with Fiscal Experts, Inc., dba Time Study Buddy

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with the Fiscal Experts, Inc., dba Time Study Buddy, in an amount not to exceed \$374,850 to provide Employment and Human Services Department (EHSD) with professional services to maintain Contractor's on-line Time Study Buddy application for the period of July 1, 2017 through June 30, 2020. (48% State, 42% Federal, 10% County)

FISCAL IMPACT:

\$374,850: Administrative Overhead, 48% State, 42% Federal, 10% County

BACKGROUND:

The Employment and Human Services Department (EHSD) has an automated time study system to improve the process of reporting time studies to the state of California. EHSD's use of the on-line system enables it to automate the time study process by making it paperless and reporting more efficiently to the State. The Contractor will provide EHSD with professional services to maintain Contractor's on-line Time Study Buddy application.

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/08/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor
Candace Andersen, District II
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: August 8, 2017

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

By: June McHuen, Deputy

Contact: V. Kaplan, 8-4963

cc:

The Employment and Human Services Department (EHSD) will be at risk for not meeting State mandated reporting.

CHILDREN'S IMPACT STATEMENT:

None.