



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: August 15, 2017

Subject: Contract with Cityspan Technologies, Inc. for Development and Support of a Web-based Contract Management System

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a Software and Services Agreement with Cityspan Technologies, Inc. in an amount not to exceed \$212,500 for the development, implementation, hosting, and maintenance of a web-based contract management system for the period July 1, 2017 through June 30, 2018. (10% County, 48% State, 42% Federal)

FISCAL IMPACT:

\$212,500: 10% County, 48% State, 42% Federal

BACKGROUND:

Contra Costa County Employment and Human Services Department is responsible for administering over 300 contracts annually with a value exceeding \$30 million. Presently the administration of these contracts, through all phases of the contracting process, including the initiation, renewal, and ongoing monitoring is a primarily a manual process with contracts stored in paper form. Initiation and renewal processes are administered in-part with MS Access database and MS Excel spreadsheets stored on local hard drives or

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/15/2017** ☒ 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: August 15, 2017

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

By: June McHuen, Deputy

Contact: Gina Chenoweth
8-4691

cc:

BACKGROUND: (CONT'D)

shared network drives. Contract monitoring is managed through a combination of MS Excel spreadsheets and paper forms.

Additionally, there is no central repository that is easily searchable to retrieve archived monitoring information. Thus, the ability to provide the assurance that EHSD is "getting what [EHSD] is paying for" is a constant challenge under the current environment.

Cityspan Technologies, Inc (Contractor) is currently working with agencies similar to EHSD and is able to customize their product rapidly and inexpensively to meet EHSD's specific requirements. The proposed Contract Monitoring System (CMS) will meet our functional requirements without the capital requirements normally associated with these types of projects.

The goal is for EHSD to have a fully functional CMS system in place to meet the 2017/2018 Fiscal Year contract processing including 1) a system with an integrated workflow engine that allows for a) different parties to the process to review, view, and/or approve contract generation and subsequent invoicing and b) management of the procurement lifecycle; 2) a separate web portal for contractors to submit invoices and supporting documentation; 3) functionally separate areas for processing invoices for program staff as well as fiscal staff; and 4) a central repository of customer information including contracts, invoices and supporting documentation.

CONSEQUENCE OF NEGATIVE ACTION:

Without this contract, EHSD will continue to have numerous diverse and separated contract processing and monitoring systems which have historically resulted in difficulty meeting many State and Federal mandated requirements.

CHILDREN'S IMPACT STATEMENT:

None.