



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: January 23, 2018

Subject: Northwoods Consulting Partners, Inc. Amendment

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**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 \$1,680,104 for a new payment limit of \$5,229,642 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, 2018 through June 30, 2019.

**FISCAL IMPACT:**

Approval of this contract amendment will increase expenditures by \$1,680,104, funded by 10% County, 48% State, and 42% Federal revenues.

**BACKGROUND:**

The Employment and Human Services Department (EHSD) initially entered into a contract with Northwoods Consulting Partners, Inc. in February 2015 to develop a document management system, Compass Pilot. Compass Pilot 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 by EHSD, and meet State

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/23/2018** ☒ 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 23, 2018

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

By: June McHuen, Deputy

Contact: Elaine Burres  
608-4960

cc:

mandated case management requirements.

Funding of the contract for the period February 1, 2018 through June 30, 2019 is necessary for staff's continued access to the system to perform critical and daily tasks, to receive basic software support for business continuity,

BACKGROUND: (CONT'D)

and additional software licenses as needed. In addition, the Contract provides for funding of 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.