



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: August 14, 2018

Subject: Amend Agreement with Cityspan Technologies, Inc. to Develop, Implement, Maintain, and Host a Web-based Contract Management System

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an amendment to the Software and Services Agreement with Cityspan Technologies, Inc. to extend the termination date from June 30, 2018 to September 30, 2018, with no change in the payment limit.

FISCAL IMPACT:

There is no change to currently budgeted funding of \$212,500, which is funded as Administrative Overhead as 10% County, 48% State, and 42% Federal Employment and Human Services Department revenues.

BACKGROUND:

Contra Costa County Employment and Human Services Department (EHSD) is responsible for administering over 300 contracts annually with a value exceeding \$30 million. The administration of these contracts, through all phases of the contracting process, including the initiation, renewal, and ongoing monitoring, is transitioning from a primarily a manual process with contracts stored in paper form to a new web-based system. The new web-based EHSD system of Contract Oversight, Monitoring, Payment Analysis, and Cost Tracking

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/14/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: 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 14, 2018

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

ABSENT: John Gioia, District I
Supervisor

By: June McHuen, Deputy

Contact: Gina Chenoweth 8-4961

cc:

(COMPACT) will become the easily searchable central

BACKGROUND: (CONT'D)

repository for EHSD contracts.

The fully functional COMPACT system is scheduled to be in place to track the 2018/2019 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.

This amendment is needed for Cityspan to ensure complete implementation of COMPACT, the custom contract management system for EHSD.

CONSEQUENCE OF NEGATIVE ACTION:

Without this amendment, EHSD will not have the required support necessary for implementation and operation of COMPACT, the custom contract management system.