



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: October 23, 2018

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 \$182,700 for the continued development, implementation, hosting, and maintenance of a web-based contract management system for the period October 1, 2018 through June 30, 2019

FISCAL IMPACT:

This contract will increase budget expenditures by \$182,700, which is funded as Administrative Overhead with 10% County, 48% State, and 42% Federal funds.

BACKGROUND:

Contra Costa County Employment and Human Services Department administers 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 a primarily a manual process with contracts stored in paper form. Initiation and renewal processes are administered in-part with Microsoft (MS) Access database and MS Excel spreadsheets stored on local hard drives or shared network drives.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/23/2018** ☒ 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: October 23, 2018

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

By: Laura Cassell, Deputy

Contact: Gina Chenoweth
8-4961

cc:

Contract monitoring is managed through a combination of MS Excel spreadsheets and paper

BACKGROUND: (CONT'D)

forms. There is no central repository that is easily searchable to retrieve archived monitoring information.

Cityspan Technologies, Inc. (Contractor) has been working with EHSD on the development and implementation of Contract Oversight, Monitoring, Payment Analysis, and Cost Tracking System (COMPACT), to meet our functional requirements. The goals of COMPACT is to have: 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.