



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: July 9, 2019

Subject: Northwoods Consulting Partners, Inc. Amendment

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 \$1,157,053 to a new contract limit of \$6,386,695 for additional software licenses and software support for Compass Pilot, the Department's document management system, and extend the contract term from June 30, 2019 through June 30, 2020.

FISCAL IMPACT:

Total contract payable amount is \$6,386,695, including contract amendment amount of \$1,157,053. Funding is 10% County, 45% State and 45% Federal.

BACKGROUND:

The Employment and Human Services Department (EHSD) entered into a contract with Northwoods Consulting Partners, Inc. in December 2012 to convert to and implement a document management system, Compass Pilot. The document management system provides functionality and a database for on-line case storage, retrieval, and transfer of critical documents required to determine and verify eligibility to all benefit programs administered

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/09/2019** ☒ 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: July 9, 2019

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

ABSENT: John Gioia, District I
Supervisor

By: Laura Cassell, Deputy

Contact: Elaine Burres 608-4960

cc:

by EHSD, and meet State mandated case management requirements.

BACKGROUND: (CONT'D)

The agreement with Northwoods Consulting Partners, Inc. was approved February 3, 2015 (C. 43) and has since been amended. This amendment, extending the contract term and funding for the period July 1, 2019 through June 30, 2020, is necessary for staff's continued access to the system to perform critical and daily tasks, to receive basic software support for business continuity, and additional software licenses as needed. In addition, the contract funds system enhancements and consultation services, including supporting other technical initiatives for which Compass Pilot document images, data, and functionality are key components.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to make payments to contractor for systems support will disrupt daily operations required to administer county benefit programs and provide customer service.