



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: December 10, 2019

Subject: Contract with Central Coast Energy Services, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute an agreement with Central Coast Energy Services, Inc. in an amount not to exceed \$75,000 to provide a software application and database management services for the term August 1, 2019 through July 31, 2021.

FISCAL IMPACT:

The \$75,000 contract is funded entirely by a federal grant passed through the California Department of Community Services and Development. The CFDA Number is 93.568. No County match is required.

BACKGROUND:

The Employment and Human Services Department (EHSD) operates the County's Low Income Home Energy Assistance Program through the Community Services Bureau. The energy payments are processed through a software and database management system, ServTraq©, to link the payments and reports to roll up directly to the State of California.

This contractor was identified by a State Request for Proposal process and selected to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **12/10/2019** ☒ 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: December 10, 2019

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

By: June McHuen, Deputy

Contact: CSB, 681-6304

cc: Nelly Ige, Sam Mendoza

provide the software and on-going maintenance services. The software application

BACKGROUND: (CONT'D)

and platform was developed by Central Coast Energy Services, which makes it available to the County via internet on a pay-per-agency basis. The Contractor may also provide custom data, consulting and training services.

Approval of this board order will allow the execution of the agreement. The agreement contains a mutual indemnification clause.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, EHSD will not be able to process low income energy service payments more efficiently through this database management system.