



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: May 26, 2020

Subject: Contract with Fiscal Experts, Inc. for Time Study Buddy Software Application Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Fiscal Experts, Inc., dba Time Study Buddy, to increase the payment limit by \$260,000 from \$374,850 to a new payment limit of \$634,850 for professional services to maintain the Department's online timestudy application and extend the contract expiration date from June 30, 2020 to June 30, 2022.

FISCAL IMPACT:

Expenditure of \$260,000 to be funded with 58% Federal, 36% State, and 6% County. Costs were included in the Fiscal Year 20/21 budget.

BACKGROUND:

The Employment and Human Services Department (EHSD) has an automated time study system to improve the process of reporting time studies to the State of California. EHSD's use of the online system enables it to automate the time study process by making it paperless and reporting more efficiently to the State. The Contractor will provide EHSD with professional services to maintain Contract's online Time Study Buddy application.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/26/2020** ☒ 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: May 26, 2020

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

By: Laura Cassell, Deputy

Contact: Gina Chenoweth
8-4961

cc:

This Contract contains an additional Special Condition on the

BACKGROUND: (CONT'D)

Right to Use Software, which has been approved by County's Risk Management.

CONSEQUENCE OF NEGATIVE ACTION:

EHSD will be at risk for not meeting the State's mandated reporting.