



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: June 8, 2021

Subject: Amend Agreement with Northwood Consulting Partners, Inc. for Compass Pilot Software

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 \$329,000 for a new contract limit of \$7,814,843 for additional software licenses and software support for Compass Pilot, the Employment and Human Services Department's document management system, for the period July 1, 2020 through June 30, 2021.

FISCAL IMPACT:

This will increase Department expenditures by \$329,000, for a full expenditure of \$7,814,843 funded by 6% County, 36% State, 58% Federal revenues.

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

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/08/2021** ☒ 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: June 8, 2021

, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: C. Youngblood, (925)
608-4964

by EHSD, and meet State mandated case management requirements.

Funding

BACKGROUND: (CONT'D)

of the contract for the period of July 1, 2020 through June 30, 2021 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 provides for funding of system enhancements and consultation services, including services necessary to support other technical initiatives for which Compass Pilot document images, data, and functionality are key components.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to make payment to Contractor for systems access and support will disrupt daily operations required to administer County benefit programs and provide customer service.