



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: June 22, 2021

Subject: Renew Agreement with Northwoods 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 \$941,000 to a new contract payment limit of \$8,755,843, for continued systems access and software services support for Compass Pilot, the Employment and Human Services Department's document management system, for the period July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

\$8,755,843 including contract amendment amount of \$941,000 to be funded by 6% County, 36% State, 58% 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: **06/22/2021** ☒ 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 22, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Nancy Hager (925)
608-4966

cc:

by EHSD, and meet State mandated case

BACKGROUND: (CONT'D)

management requirements.

Funding of the contract for the period of July 1, 2021 through June 30, 2022 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 changes and technical consultation services for which Compass Pilot document images, data, and functionality are key components.

CONSEQUENCE OF NEGATIVE ACTION:

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