



**Contra
Costa
County**

To: Board of Supervisors

From: Marla Stuart, Employment and Human Services Director

Date: June 21, 2022

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 with Fiscal Experts, Inc. (dba Time Study Buddy) in an amount not to exceed \$276,000 for maintenance of the online time study application software for the period July 1, 2022 through June 30, 2024.

FISCAL IMPACT:

\$276,000 funded by 60% Federal, 34% State, and 6% County funds. Approximately \$138,000 is budgeted in FY 2022-23 and the remaining amount will be included in the FY 2023-24 Recommended 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. On August 8, 2017 the Board of Supervisors approved a contract with Fiscal Experts, Inc., dba Time Study Buddy, in an amount not to exceed \$374,850 to provide EHSD with professional services to maintain Contractor's online Time Study Buddy application for the period July 1, 2017 through June 30, 2020 ([C. 38](#)).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/21/2022** ☒ 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 21, 2022

, County Administrator and Clerk of the Board of Supervisors

By: Antonia Welty, Deputy

Contact: M. Wagoner,
925-608-4864

cc:

BACKGROUND: (CONT'D)

On May 26, 2020 ([C. 35](#)), the Board of Supervisors approved a contract amendment with the Contractor to increase the payment limit by \$260,000 to a new payment limit of \$634,850 for continued maintenance of the Department's online time study application and extend the term through June 30, 2022.

This Board Order would authorize Fiscal Experts, Inc., dba Time Study Buddy, to continue to provide professional services to maintain the online time study software for the term July 1, 2022 through June 30, 2024. The online Time Study Buddy software allows EHSD staff to input information into a timekeeping database. This database provides an automated process to report time studies to the State of California. This automation improves the speed and accuracy of the time studies provided to the State.

CONSEQUENCE OF NEGATIVE ACTION:

EHSD will be at risk for not meeting the State's mandated reporting. EHSD will be unable to accurately and efficiently report time studies to the State.