



**Contra
Costa
County**

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 7, 2022

Subject: Amend 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 payment limit by \$949,336 to a payment limit of \$9,705,179 and to extend the term through June 30, 2023 for continued systems access and software services support for Compass Pilot, the Employment and Human Services Department's document management system.

FISCAL IMPACT:

Contract will increase by \$949,336, all of which is included in FY 22-23 budget: 6% County, 34% State, 60% Federal.

BACKGROUND:

The Employment and Human Services Department (EHSD) entered into a contract with Northwoods Consulting Partners, Inc. on December 4, 2012 (

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/07/2022** ☒ 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 7, 2022

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

By: Antonia Welty, Deputy

Contact: L. Pacheco (925)
608-4963

cc:

BACKGROUND: (CONT'D)

C. 82) to convert to and implement a document management system, Compass Pilot. The document management system provides functionality and a database for on-line storage, retrieval, and transfer of critical documents required to determine and verify eligibility to all public assistance programs administered by EHSD, and meet State mandated case management requirements.

Continued funding of the contract for the period of July 1, 2022 through June 30, 2023 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. CalSAWS is projected to be implemented in February 2023. This contract will be in effect through June 30, 2023 to allow for new systems implementation and preservation of vital documents.

CONSEQUENCE OF NEGATIVE ACTION:

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