

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Olivia Byron-Cooper, MPH
Interim Director

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AGENCY DIVISIONS

Administration & Finance
Behavioral Health
Community Services
Protective Services
Public Health
Self-Sufficiency

Date: August 3, 2023

To: Honorable Board of Supervisors
cc: Tiffany Schmid, Chief Administrative Officer

From: Olivia Byron-Cooper, Interim Director of Health & Human Services *OBC*

Subject: Retroactive Agreement for Services-Item 23-1414, 8/29/23
HLP, Inc. Agreement 7869

This memo is to provide notification of a retroactive contract request that has been created and is set for the Board of Supervisor's Agenda on August 29, 2023 (File ID:23-1414)

HLP, Inc. has been a contracted service provider for the County since 2003. This vendor provides animal management software for the Animal Services program. The software is utilized for all data related to adoptions, calls for service, animals housed in the shelter and allows the compilation of data for statistical purposes. The most recent agreement expired February 28, 2023. This retroactive request will allow for payment of the annual invoice.

The Health and Human Services Agency remains focused on process and procedure improvements to reduce retroactive requests within our control and improve upon our contractual commitments. Negotiations with this vendor took longer than anticipated resulting in the retroactive nature of this contract. Animal Services cannot operate without the software. Agreement for Services 7869 has a retroactive term of March 1, 2023 to February 28, 2026.

As always, please let me know if you have any questions or would like to discuss anything further.