

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Daniel Del Monte
Interim Director

3057 Briw Road, Suite B
Placerville, CA 95667



AGENCY DIVISIONS

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

DATE: July 13, 2022

TO: Honorable Board of Supervisors
Cc: Don Ashton, Chief Administrative Officer

FROM: Daniel Del Monte, Interim Director of Health & Human Services Agency *DDM*

SUBJECT: Retroactive Purchase Contract – Item 22-1292, 7/26/22
Kahoot! 360 Presenter for Teams

This memo is to provide notification of a retroactive Purchase Contract request that has been created and is set for the Board of Supervisor's Agenda on July 26, 2022 (File ID: 22-1292).

The Self Sufficiency unit within Social Services is improving processes to train newly hired staff and deliver a more effective approach to distribute clear and consistent information to staff. With the support of the Kahoot! software, the Self Sufficiency unit will be able to develop staff more effectively and timely, reducing the risk of errors to programmatic documentation and lack of operating system knowledge.

Health and Human Services Agency processed the purchase request of the Kahoot! 360 Presenter for Teams in March 2022 by use of a P-Card. Although the Agency did process and receive approval from El Dorado County's central Information Technologies Department for the acceptability of the software prior to the purchase, it was later discovered the software included Terms and Conditions that were not submitted to County Counsel. The Terms and Conditions of the software have since been submitted to and approved by County Counsel.

The purchase of the Kahoot! software was in the amount of \$5,220.00. The Agency is requesting the Board's approval retroactively due to the Terms and Conditions of the software being approved by County Counsel after the purchase.

The Health and Human Services Agency remains focused on process and procedure improvements to reduce retroactive requests within our control. To mitigate this from reoccurring, I have asked all HHSA Managers to review and understand the Purchasing policies and procedures. I have also tasked management with ensuring a consistent review step occurs in our purchasing process to confirm with the seller if any Terms and Conditions are present prior to a purchase request being completed.

If you have any questions or need anything further, please feel free to reach out.