



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 11-1346 **Version:** 1

**Type:** Agenda Item **Status:** Approved

**File created:** 11/16/2011 **In control:** Board of Supervisors

**On agenda:** 12/6/2011 **Final action:** 12/6/2011

**Title:** Health and Human Services Agency, Department of Human Services, recommending the Board authorize the Chair to sign Amendment I to Agreement for Services 258-S1110 with Fiscal Experts, Inc. for the continued provision of web-based time study services by amending the Scope of Services to add additional web-based time study services, associated training and custom programming services and increasing compensation by \$42,500 for a not-to-exceed amount of \$80,000 for the term of December 28, 2010 to December 27, 2013.

**FUNDING:** Primarily funded with Federal and State funds (85%) with County share of cost or required match (15%) met with realignment or other non-General Fund resources.

### Sponsors:

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**Attachments:** 1. A Blue Route 258-S1110A1, 2. B - Amd I Agmt 258-S1110.pdf, 3. C - Agmt 258-S1110

Date	Ver.	Action By	Action	Result
12/6/2011	1	Board of Supervisors	Approved	Pass

Health and Human Services Agency, Department of Human Services, recommending the Board authorize the Chair to sign Amendment I to Agreement for Services 258-S1110 with Fiscal Experts, Inc. for the continued provision of web-based time study services by amending the Scope of Services to add additional web-based time study services, associated training and custom programming services and increasing compensation by \$42,500 for a not-to-exceed amount of \$80,000 for the term of December 28, 2010 to December 27, 2013.

**FUNDING:** Primarily funded with Federal and State funds (85%) with County share of cost or required match (15%) met with realignment or other non-General Fund resources.

BUDGET SUMMARY:		
Total Estimated Cost		\$80,000.00
Funding		
Original Agmt (3 yr. term)	\$37,500.00	
Amendment I	\$42,500.00	
New Contract Total	\$80,000.00	
Total Funding Available	\$80,000.00	
Change To Net County Cost		\$0.00

**Fiscal Impact/Change to Net County Cost:** No change. The Agreement is funded with a blend of

Federal and State funds with County share of cost or required match met with realignment or other non-General Fund resources. Funds were budgeted for FY 2010-11, are budgeted for FY 2011-12, and will be budgeted for FY 2012-13.

**Compensation for Services:** Payments for the web-based time study system are based on the number of active DHS employees using the system each quarter; specialized training and custom programming services are provided on an as-needed basis at the request of DHS. Payments are made to Consultant based upon monthly invoicing for actual services performed and documented per contract requirements. County agrees to pay Consultant monthly in arrears and within thirty (30) days following County's receipt and approval of itemized invoice(s) identifying services rendered.

**Termination:** Agreement includes the County's standard Fiscal Considerations termination language, as well as a provision for the County to terminate Agreement without cause in seven (7) calendar days upon written notice.

**Background:** Agreement 258-S1110 with Fiscal Experts, Inc. for the provision of web-based time study services and associated training for the Department of Human Services, which is now a division of the County of El Dorado Health and Human Services Agency, was approved and executed by the County Purchasing Agent on December 28, 2010.

Time studies are the Federally approved mechanism for reimbursing county agencies for certain social service costs. As mandated by the California Department of Social Services (CDSS), County Health and Human Services Agency (HHSA) Department of Human Services Division (DHS) employees keep daily track of their measured workload time by means of CDSS administrative forms using a complex array of State-specified program codes. Time studies are regularly compiled and included in the HHSA/DHS quarterly County Expense Claim. Revenues received through the County Expense Claims approximately \$22 million per year.

Time Study Buddy is a web-based service that automates the time study process and assists employees prepare accurate time studies. Employees complete their time studies online which results in the automatic updating of the County Expense Claim, thereby allowing HHSA/DHS to capture the maximum funding available to the County. Time Study Buddy is a Consultant-maintained web-based service and does not require special computer hardware, software, or maintenance.

**Reason For Recommendation:** Amendment I to Agreement #258-S1110 allow for full implementation and utilization of the Time Study Buddy software tool and add a provision for specialized training and custom programming services related to the Time Study Buddy on an as-needed, as-requested basis. There is no change to the original term of December 28, 2010 to December 27, 2013.

This Agreement for software and related support is separate and distinct from the proposed Agreement with the same vendor to provide financial consulting services (Agreement #021-S1210). Separate contracts are necessary due to the difference in contract term, scope of service and compensation structure. Separate contracts will also allow for better contract tracking, administration and oversight.

**Purchasing Agent Recommendations:** The County Purchasing Agent has reviewed department's request to amend this contract and concurs that it complies with Board of Supervisors Policy C-17, Sections 7.5 and 7.10.

**Concurrences:** County Counsel, Risk Management, and Human Resources have approved Amendment I to Agreement for Services 258-S1110.

**Action To Be Taken Following Board Approval:**

- 1) Chair to sign two (2) originals of Amendment I to Agreement 258-S1110.
- 2) Board Clerk's Office to return one (1) original Agreement to HHSA/DHS at Briw Road
- 3) HHSA/DHS to distribute as appropriate.