



## Legislation Text

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**File #:** 21-1189, **Version:** 1

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Health and Human Services Agency (HHSA) recommending the Board:

- 1) Make findings in accordance with County Ordinance 3.13.030 (b) that it is appropriate to contract with Bell Data Systems, Inc. for the provision of Homeless Management Information Systems software and related services provided under Agreement 5585, as there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work;
- 2) Approve and authorize the Chair to sign Perpetual Agreement for Services 5585 with Bell Data Systems, Inc., in the amount of \$13,000, effective for a one-year term beginning November 1, 2021 and automatically renewing thereafter for one year periods with a potential five percent (5%) annual increase until terminated by one of the parties; and
- 3) Authorize the HHSA Director or their designee to execute further documents relating to Agreement for Services 5585, contingent upon County Counsel and Risk Management concurrence, including amendments which do not increase the maximum dollar amount or the term of the Agreement.

**FUNDING:** 100% U.S. Housing and Urban Development Grant.

### **DISCUSSION / BACKGROUND:**

Pursuant to the McKinney-Vento Homeless Assistance Act, the United States Department of Housing and Urban Development (HUD) mandates the use of a Homeless Management Information System (HMIS) by recipients of HUD funding through local Continuum of Care (CoC) programs. As the regional planning body that coordinates housing and services funding for homeless families and individuals, CoC programs utilize HMIS as an information technology system to collect client-level data and other services data related to the provision of housing and services to homeless individuals and families, as well as persons at risk of homelessness. Each CoC is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards, and the El Dorado Opportunity Knocks CoC (EDOK) chooses to utilize Bell Data Systems, Inc as their HMIS software provider.

The Center for Violence-Free Relationships has been the Lead HMIS Agency on behalf of EDOK for many years and has therefore been historically responsible for administering the HMIS on behalf of the CoC. The current contract for the HMIS software is between the HMIS vendor, Bell Data Systems Inc. and The Center for Violence-Free Relationships, which is set to expire October 31, 2021. On February 5th 2021, HHSA was selected by the EDOK CoC Executive Board to take over the role of HMIS Lead on behalf of the CoC and for the El Dorado County region. Through Agreement 5585, Bell Data Systems Inc. will furnish the software and licenses to be used for continued tracking and reporting of program data, which is a required condition of use for the federal funds allocated towards this program, as well as State funding coming from California.

As the designated HMIS lead, HHSA will assume the responsibility to contract with Bell Data Systems Inc. for HMIS software licenses required to administer grant funded Homeless Services in El Dorado County. As the current software license subscription is paid through October 31, 2021 an

effective date for this new contract of November 1, 2021 would maintain compliance with federal guidelines. In addition to software and licenses, Bell Data Systems, Inc. additionally provides expert technical support and training to software users in order to comply with HUD requirements. Though the services under this agreement are effective November 1, 2021, the Vendor requires prepayment for services. Therefore, the first payment will be made during the month of October 2021 to ensure access for all parties to the system without lapse in availability.

In accordance with Board of Supervisors Procurement Policy C-17, Board of Supervisors approval is required for any contract term exceeding three (3) years inclusive of all any amendments and regardless of dollar amount.

**ALTERNATIVES:**

Should the Board decline to approve Agreement #5585 with Bell Data Systems, the County would be unable to fulfill its obligation as the CoC-designated HMIS lead, and EDOK would lose access to federal and state grant funding for homeless programming as they would not be maintaining an HMIS lead entity.

**PRIOR BOARD ACTION:**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel, Information Technologies, and Risk Management.

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

There is no Net County Cost associated with this Agenda item. HUD and State grant funding pay for the total cost associated with Agreement #5855. Sufficient appropriations have been included in the Fiscal Year 2021-22 budget and will be included in future budgets for the term of the Agreement.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain signature of Chair on two (2) original Agreements for Services 5585, and
- 2) Clerk of the Board to return one (1) fully executed Agreement to the Health and Human Services Agency, Contracts Unit.

**STRATEGIC PLAN COMPONENT:**

Healthy Communities, Implement solutions to address and reduce homelessness in El Dorado County

**CONTACT**

Don Semon, Director, Health and Human Services Agency