



## Legislation Text

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**File #:** 23-1634, **Version:** 1

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

- 1) Make findings that the provision of AbacusLaw Software as a Service (SaaS) provided by Contractor are in the public's best interest and that there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(B);
- 2) Approve and authorize the Chair to sign Purchase Contract 7741 with Abacus Data Systems, Inc., for the AbacusLaw SaaS, effective for the retroactive term date of June 29, 2023, to ensure continuity of software access to HHS staff, in the amount of \$19,284.48 for the initial three year term of the perpetual agreement which shall then automatically renew at the then current rate;
- 3) Authorize the Purchasing Agent to execute amendments relating to Purchase Contract 7741, contingent upon approval by County Counsel and Risk Management, which do not increase the amount of the Agreement beyond the Purchasing Agent authority; and
- 4) Authorize the HHS Director, or the HHS Chief Assistant Director, to execute programmatic, administrative, and fiscal documents relating to Purchase Contract 7741.

**FUNDING:** 10% Federal, 11% Donations and 79% General Fund.

### **DISCUSSION / BACKGROUND:**

HHS Community Services Division Area Agency on Aging (AAA) operates the Senior Legal Program which provides legal services to residents of El Dorado County who are at least 60 years of age and older. HHS Senior Legal Program is committed to protecting the independence and dignity of our community's seniors and promoting financial, social, and economic self-reliance through efficient, effective, high-quality legal assistance, education and general advocacy for their needs and rights.

Abacus Data Systems, Inc., provides AbacusLaw automation software which is designed for law firms for managing legal workflows. HHS Legal Services utilizes this SaaS for task management, calendaring, timekeeping, case matter, and document management functions for legal practices. This SaaS has been utilized in the Senior Legal Program for approximately 15 years.

This proposed Purchase Contract 7741 with Abacus Data Systems, Inc., is a renewal of Purchase Contract 5775 to provide continued SaaS services to HHS, which was approved by the Board on June 29, 2021, and had a term that expired June 28, 2023 (File 21-0955).

Due to delays during the contract renewal process, the Purchase Contract renewal was unable to be executed prior to the expiration of the previous agreement. The Contractor did not remove Senior Legal Program's access to AbacusLaw due to the pre-existing relationship and the program's continued need of the SaaS. Consequently, HHS is requesting this Purchase Contract to start retroactively on June 29, 2023, to cover the SaaS usage provided since the prior agreement's term date. If this Purchase Contract is not retroactive to June 29, 2023, then Abacus cannot be paid for the services they provided during this time.

HHSA recommends the Board approve Purchase Contract 7741 with the retroactive start date to ensure continuation of necessary Senior Legal software services without any service interruption.

**ALTERNATIVES:**

Should the Board decline to renew the Purchase Contract for the continuous use of AbacusLaw SaaS by HHSA Senior Legal Program, HHSA would lose access to the task management, calendaring, timekeeping, case matter and document management functions utilized by the program for approximately 15 years. Subsequently, should the Board decline to approve of the retroactive start date for this agreement, the Contractor will not be paid for services provided after the prior Purchase Contract expired.

**PRIOR BOARD ACTION:**

6/29/21, 21-0955, Abacus C#5775

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel and Information Technologies.

**CAO RECOMMENDATION:**

Approve as recommended.

**FINANCIAL IMPACT:**

Sufficient appropriations were included in the Fiscal Year 2023-24 Budget and will be included in future budgets for the term of the Agreement.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Clerk of the Board to obtain signature of Chair on one (1) original Purchase Contract 7741.

**STRATEGIC PLAN COMPONENT:**

Healthy Communities, Good Governance

**CONTACT**

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