



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** A 22-487, **Version:** 1

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a. Approve and authorize the Director of Health or Assistant Director of Health to execute Amendment No. 3 with SkillSurvey Inc., increasing the amount by \$48,376 for a total Agreement not to exceed, \$176,917, for online employment reference assessment software system for a total term from September 18, 2013 through September 17, 2025; and

b. Approve and authorize the Director of Health or the Assistant Director of Health to approve one (1) additional amendment not to exceed ten percent (10%) of the Amended Agreement of \$17,691 and will not significantly alter the scope of the subscription service.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Approve and authorize the Director of Health or Assistant Director of Health to execute Amendment No. 3 with SkillSurvey Inc., increasing the amount by \$48,376 for a total Agreement not to exceed, \$176,917, for online employment reference assessment software system for a total term from September 18, 2013 through September 17, 2025; and

b. Approve and authorize the Director of Health or the Assistant Director of Health to approve one (1) additional amendment not to exceed ten percent (10%) of the Amended Agreement of \$17,691 and will not significantly alter the scope of the subscription service.

### SUMMARY/DISCUSSION:

The Monterey County Health Department (MCHD) has been successfully using SkillSurvey Inc. (SkillSurvey) since 2013. SkillSurvey provides an automated online hiring reference check tool that has assisted MCHD Human Resources professionals with the ability to work with job candidates for a timely completion of the reference check process and provide hiring managers with a comprehensive candidate report to evaluate the candidates being considered.

The Agreement, along with subsequent Amendments contain non-standard payment provisions with each annual payment due at the beginning of the annual term. Because of the low risk nature of this Agreement, the industry standard of prepayment for software services and the successful use of the service since 2013, MCHD recommends the approval of these non-standard terms.

This work supports the Monterey County Health Department 2018-2022 Strategic Plan Goal: 4. Engage MCHD workforce and improve operational functions to meet current and developing population health needs. It also supports the following of the ten essential public health services, specifically: 8. Assure competent public and personal health care workforce.

### OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller have reviewed and approved as to legal form and fiscal provisions, respectively.

### FINANCING:

Appropriations for this Agreement are included in the Health Department's (HEA014-8438) Fiscal Year (FY) 2022-23 Adopted Budget, and provision for it will be made in the Department's Requested Budget for the years

out.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

☐Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

☒Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

☒Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

☐Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

☐Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Juanita Sanders, Management Analyst II, 755-5494

Approved by:

Date: \_\_\_\_\_

Elsa Mendoza Jimenez, Director of Health, 755-4526

Attachments:

Amendment No. 3

Amendment No. 2

Amendment No. 1

Agreement