



County of Monterey

Item No.

Board Report

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

Legistar File Number: A 22-572

November 22, 2022

Introduced: 11/1/2022

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve and authorize the Director or Assistant Director of the Department of Social Services to sign an agreement with Northwoods Consulting Partners, Inc. for the period of December 10, 2022 through December 9, 2025 in the amount of \$1,353,480, with nonstandard indemnification terms; and
- b. Authorize the Director or Assistant Director of the Department of Social Services to sign up to three (3) amendments to the agreement as long as they do not exceed 10% (\$135,348) of the agreement amount or significantly change the scope of work.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director or Assistant Director of the Department of Social Services to sign an agreement with Northwoods Consulting Partners, Inc. for the period of December 10, 2022 through December 9, 2025 in the amount of \$1,353,480, with nonstandard indemnification terms; and
- b. Authorize the Director or Assistant Director of the Department of Social Services to sign up to three (3) amendments to the agreement as long as they do not exceed 10% (\$135,348) of the agreement amount or significantly change the scope of work.

SUMMARY/DISCUSSION:

This agreement allows for the continuation of the use of Traverse software by the Department of Social Services (DSS), Family & Children's and Adult and Aging Services. The software is a content collection and case discovery solution that integrates with case data providing an easy to use and searchable document management system that assists social workers to collect, and view content regarding abuse, neglect, foster care, and adoption cases more effectively. The software has several unique features that not only save staff time, but also provide continuity of key information as cases are reassigned to different social workers over time. One of these features is the ability to cull information from voluminous case files assisting social workers in case discovery and in uncovering correlations throughout all case related documentation and data in a matter of seconds versus manually combing through volumes of prior case history. The social workers spend much of their time in the field and they often must quickly make decisions and do not have the luxury of time to go back to the office to gather information.

The Department recommends approval of the nonstandard indemnification terms due to the benefits the software provides. While the indemnification terms are nonstandard to the county, they are standard in the software industry.

OTHER AGENCY INVOLVEMENT:

The Auditor Controller and Purchasing have reviewed and approved this Agreement. County Counsel has approved the Agreement as to form.

FINANCING:

This agreement will be funded with 85% of Social Services revenues and 15% with realignment funds. The first year will cost \$466,160, and the following two years will be \$443,660 each year. Sufficient appropriations and revenues are included in Social Services Budget Unit 001-5010-SOC005-8262 FY 2022-23 Adopted Budget. Future annual subscription costs will be incorporated during budget the development process.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This Agreement correlates to the Administration Strategic Initiative adopted by the Board of Supervisors by allowing DSS to improve our service delivery, maximize productivity, and make informed decisions to achieve better outcomes.

Mark a check to the related Board of Supervisors Strategic Initiatives:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Michael Borgeson, Departmental Information Systems Manager II, x1559



Approved by: Lori A. Medina, Director. x4430

Attachments: Agreement

Proposed agreement is on file with the Clerk of the Board as an attachment to this Board Report.