



# County of Monterey

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

## Board Report

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**File #:** A 23-181, **Version:** 1

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- a. Approve and authorize the Director or Assistant Director of the Department of Social Services to sign Amendment #3 to the agreement with Community Networks Corporation dba Community Software Group for software licensing and subscription fees extending the term by four (4) months, for a new term of December 31, 2023 through April 28, 2024 with no change to the scope of services and nonstandard indemnification provisions and adding \$20,075 for a new contract total of \$91,959; and
- b. Authorize the Director or Assistant Director of the Department of Social Services to sign up to (3) amendments to the agreement where the total amendments do not exceed 10% (\$9,195) of the contract amount and do not significantly change the scope of work not to exceed the term maximum of \$101,154.

### 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 Amendment #3 to the agreement with Community Networks Corporation dba Community Software Group for software licensing and subscription fees extending the term by four (4) months, for a new term of December 31, 2023 through April 28, 2024 with no change to the scope of services and nonstandard indemnification provisions and adding \$20,075 for a new contract total of \$91,959; and
- b. Authorize the Director or Assistant Director of the Department of Social Services to sign up to (3) amendments to the agreement where the total amendments do not exceed 10% (\$9,195) of the contract amount and do not significantly change the scope of work not to exceed the term maximum of \$101,154.

### SUMMARY/DISCUSSION:

The Monterey County Community Action Partnership (MCCAP) administers the Community Services Block Grant (CSBG) funds. Quality data and outcomes must be reported annually using national standardized performance indicators. These are established and maintained by the federal Office of Community Services and overseen in California by the state Department of Community Services and Development (CSD) through an annual report. The report supports a focus on improved data collection, analysis, and continuous learning. Information is used to improve performance, track results from year to year and assure accountability for critical outcomes. The vendor, Community Software Group provides the statewide services for the CSD, ensuring established methods for collecting data consistent with state and federal requirements.

As of 2020, CSD required agencies to comply with planning, monitoring, and reporting standards. MCCAP implemented the data system in 2019. This process included training subcontractors to use the software and transition from manual data collection methods. The current manual system for collecting data does not meet new state requirements as it does not have a method for capturing unduplicated data.

CSG is MCCAP's preferred vendor because its software meets state and federal reporting standards and is used by CSD to oversee agencies administering CSBG funds. Using the same data system ensures consistency and compatibility with CSD reporting requirements. Other considerations for choosing CSG are the cost-effectiveness of procuring licenses for county contractors and accessibility of tech-support.

The original agreement contained nonstandard indemnification provisions and was previously approved by

your Board on May 19, 2020.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has reviewed and approved the Agreements as to form, as has the Auditor-Controller's Office as to financial provisions.

FINANCING:

The Department of Community Services and Development (CSD) authorized use of CSBG discretionary funding for this data collection system that will ensure compliance with current data management standards and are consistent with the OMB's CSBG Annual Report. Sufficient appropriations in 008-5010-SOC007 are included in the FY 2022-23 Adopted Budget and the remaining appropriations and revenues are included in the FY 2023-24 Recommended Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This Agreement correlates to the Health & Human Services and Administration Strategic Initiatives adopted by the Board of Supervisors by supporting the infrastructure for programs that serve the most vulnerable and low-income residents of the Community through Community Action programs.

Check the related Board of Supervisors Strategic Initiatives:

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

Prepared by: Denise Vienne, MA II, x4484

Approved by: Lori A Medina, Director, x4430

Attachment: Original Agreement  
Amendment #1  
Amendment #2  
Proposed Amendment #3

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