



## Board Report

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**File #: A 17-199, Version: 1**

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- a. Authorize and approve Amendment No. 1 to the non-standard agreement between the County of Monterey and HLP, Inc. for animal services software license subscriptions, software maintenance/support, and technical support services, to extend the term for an additional 2 years, ending on June 30, 2019, and to add \$21,120 to the existing agreement amount of \$55,680, for an amended agreement amount not to exceed \$76,800.00;
- b. Authorize the Director of Health or Assistant Director of Health to sign Amendment No. 1; and
- c. Authorize the Director of Health or Assistant Director of Health to sign up to two (2) additional amendments of one (1) year each, in the amount of no more than \$12,000 per amendment, subject to County Counsel review, provided there is no substantial change to terms of the agreement, including the non-standard terms previously authorized by the Board.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize and approve Amendment No. 1 to the non-standard agreement between the County of Monterey and HLP, Inc. for animal services software license subscriptions, software maintenance/support, and technical support services, to extend the term for an additional 2 years, ending on June 30, 2019, and to add \$21,120 to the existing agreement amount of \$55,680, for an amended agreement amount not to exceed \$76,800.00; and
- b. Authorize the Director of Health or Assistant Director of Health to sign Amendment No. 1; and
- c. Authorize the Director of Health or Assistant Director of Health to sign up to two (2) additional amendments of one (1) year each, in the amount of no more than \$12,000 per amendment, subject to County Counsel review, provided there is no substantial change to terms of the agreement, including the non-standard terms previously authorized by the Board.

### SUMMARY:

The proposed recommendation extends the term of the County's existing animal services software licensing subscription and software maintenance/technical support by 2 years and increases the maximum agreement amount by \$21,120 to cover the additional cost. The approval of this recommended action will enable the Health Department, Environmental Health Bureau/Animal Services Program (EHB) to continue to monitor, track, and bill for services, including dog and cat licensing and license renewals, maintaining animal vaccination records, and rabies tracking and control. In addition, continued use of this software will maintain community online access, enabling the public to search the County's website for lost/stray animals brought into the County Animal Services shelter.

### DISCUSSION:

The EHB has maintained the current service agreement with HLP Inc. for the issuance of new and renewal animal licenses since July 1, 2014. Through this Agreement, HLP, Inc. has continuously provided EHB with a unified application for managing animal license applications and renewals, maintaining animal vaccination records and reports, and providing rabies tracking and control. This achieved using HLP Inc.'s Chameleon/CMS software and Public Access software. The recommended amendment does not change non-standard language previously approved by the Board.

Chameleon/CMS and Public Access continue to be the products that best suit EHB's needs for issuing licenses, for providing online public access to stray animals brought to the County animal shelter, and for managing its

activity records database. Moreover, Chameleon/CMS and Public Access are used by most animal shelters in the nation; its use enables EHB to communicate and interact with other animal shelters for the benefit of pet owners and animals. Because this software is standard in most animal shelters, EHB obtained the approval of the County's Contracts/Purchasing Department to enter into the agreement with HLP, Inc. as a sole source of these products and services. It is EHB's recommendation that the Board approve the execution of Amendment No. 1 with HLP, Inc.

The continuance of the software licensing subscription, software maintenance/technical support will enable EHB to maintain effectiveness, efficiency, and accuracy in service and data management within the County's Animal Services Program. It is vital that the Environmental Health Bureau continues to receive these critical data management services.

**OTHER AGENCY INVOLVEMENT:**

The Information Technology Department has reviewed and concurred with the recommendation to enter into the original Agreement with HLP, Inc. County Counsel cannot approve continuance of the non-standard provisions in this Agreement. Risk Management cannot approve continuance of these non-standard provisions.

**FINANCING:**

Funding for this Agreement is included in the Health Department Environmental Health FY 2017- 18 Adopted Budget (4000-HEA005-8272) and will have no financial impact on the General Fund.

**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: Rob Durham, MA II, X 8979

Approved by: Elsa Jimenez, Director of Health, X 4526

**Attachments:**

Amendment No. 1 on file with the Clerk of the Board

Agreement on file with the Clerk of the Board

