

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: April 28, 2015
SUBJECT: Software License and Support – Healthy Communities Institute

ACTION REQUESTED

1. Approve the award of a sole-source blanket purchase order to Healthy Communities Institute of Berkeley, CA for software license fees, support and related services for the HCI Platform System in the maximum amount of \$84,100, for the period of May 1, 2015 to April 30, 2018, funded by the Department of Health and Human Services FY 2014-15 Final Budget and requested budgets for FY 2015-16 and FY 2016-17 with no new net County cost; and
2. Authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

Department of Health and Human Services (HHS) has identified a data system offered by Healthy Communities Institute (HCI) called HCI Platform. It is a web-based system which consists of a database of thousands of programs which the department can filter and analyze to identify the most appropriate target areas for the department's resources. The system's tracking tools can be customized to provide simplified reporting that is most meaningful for the department.

HCI has provided a cost proposal in the total amount of \$84,100 which includes a one-time setup fee, and annual license and support fees for the first three years. The agreement has been reviewed and approved by County Counsel and Risk Management. Your Board's approval is required to award a BPO to HCI for this service.

Section 1.3(i) of the Purchasing Policy Manual exempts software maintenance from competitive bidding. The system was developed by HCI and is proprietary.

FISCAL IMPACT

Upon your Board's approval, a BPO will be issued to HCI in the maximum amount of \$84,100 for the three-year period of May 1, 2015 to April 30, 2018. The department has budgeted appropriately for the initial setup fee and annual license in the FY 2014-15 Final Budget. Funding for the additional annual fees will be included in the department's requested budgets for future fiscal years. Funds are not encumbered until the services are provided.

cc: Jeff Brown, Director, Health & Human Services
Rebecca Mellott, Director of Administration, Health & Human Services

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