



# COUNTY OF HUMBOLDT

For the meeting of: 2/6/2024

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File #: 24-126

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**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Professional Services Agreement with Bitfocus, Inc. Regarding the Provision of a Homeless Management Information System

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Receive and file the proposals submitted in response to Request for Proposals No. DHHS2023-03 regarding the provision of a Homeless Management Information System;
2. Approve the selection of Bitfocus, Inc. as the vendor to provide a Homeless Management Information System for the period of July 1, 2024, through June 30, 2029;
3. Authorize the Department of Health and Human Services Director, or a designee thereof, to execute a professional services agreement with Bitfocus, Inc. regarding the provision of a Homeless Management Information System that is substantially similar to the sample professional services agreement that was attached to Request for Proposals No. DHHS2023-03, and any subsequent amendments thereto, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
4. Direct the Clerk of the Board to provide the Department of Health and Human Services - Contract Unit with one fully executed, certified copy of the Board order related to this item.

**SOURCE OF FUNDING:**

Social Services Fund (1160-520)

**DISCUSSION:**

In order for providers in a given community to be eligible to receive certain federal and state homeless assistance grants, an entity must operate a Homeless Management Information System (HMIS) that serves the community. An HMIS is a local information technology system used to collect client-level data and data on the provision of housing and services to individuals and families experiencing, or at risk of experiencing, homelessness. In 2009, the County of Humboldt, by and through the Humboldt County Department of Health and Human Services (DHHS), contracted with Bowman Systems, Inc. to provide an HMIS for use by DHHS programs and community partners who are involved in homeless

assistance efforts. Bowman Systems was subsequently acquired by WellSky which is currently providing the County of Humboldt's HMIS.

There are a variety of vendors that offer HMIS software, and DHHS, and its community partners, were interested in examining whether there were any HMIS vendors that offer a superior product. To that end, on Oct. 20, 2023, DHHS issued Request for Proposals (RFP) No. DHHS 2023-03, which solicited proposals from qualified organizations regarding the provision of an HMIS for the County of Humboldt. DHHS received five proposals in response to RFP No. DHHS2023-03. After reviewing and evaluating the proposals in accordance with the applicable evaluation and selection criteria, the RFP evaluation committee decided to select Bitfocus, Inc. as the vendor to provide the needed HMIS.

Accordingly, DHHS recommends that the board approve the selection of Bitfocus, Inc. as the vendor to provide the needed HMIS to the County of Humboldt for the period of July 1, 2024, through June 30, 2029. Staff also recommends that the Board authorize the DHHS Director, or a designee thereof, to execute a professional services agreement with Bitfocus, Inc. regarding the provision of an HMIS that is substantially similar to the Professional Services Agreement that was attached to Request for Proposals No. DHHS2023-03, and any subsequent amendments thereto, after review and approval by County Counsel, Risk Management and the County Administrative Office.

**FINANCIAL IMPACT:**

| <b>Expenditures (1160-520)</b>    | <b>FY 24-25 Projected</b>  | <b>FY 25-26 Projected</b>  | <b>FY 26-27 Projected</b>  |
|-----------------------------------|----------------------------|----------------------------|----------------------------|
| Budgeted Expenses                 | \$117,000.00               | \$57,000.00                | \$57,000.00                |
| <b>Total Expenditures</b>         | <b>\$117,000.00</b>        | <b>\$57,000.00</b>         | <b>\$57,000.00</b>         |
| <b>Funding Sources (1160-520)</b> | <b>FY 24-25 Projected*</b> | <b>FY 24-25 Projected*</b> | <b>FY 26-27 Projected*</b> |
| State/Federal Funds               | \$117,000.00               | \$57,000.00                | \$57,000.00                |
| <b>Total Funding Sources</b>      | <b>\$117,000.00</b>        | <b>\$57,000.00</b>         | <b>\$57,000.00</b>         |

*\*Projected amounts are estimates and are subject to change.*

The total cost associated with the proposed professional services agreement with Bitfocus, Inc. will not exceed \$345,000 for the period of July 1, 2024, through June 30, 2029. In no event shall the maximum amount paid under the proposed professional services agreement with Bitfocus, Inc. exceed \$117,000 for fiscal year 2024-2025, and \$57,000 for fiscal years 2025-2026 through 2028-2029. However, in the event local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the professional services agreement with Bitfocus, Inc. in its entirety.

Expenditure appropriations related to the proposed professional services agreement with Bitfocus, Inc. will be included in the proposed fiscal year 2024-2025 budget for DHHS - Social Services HOME budget unit 1160-520. Funding for the proposed professional services agreement with Bitfocus, Inc. is available through Homeless Housing, Assistance and Prevention and Housing and Homelessness Incentive Program revenues received by DHHS - Social Services. As a result, the recommended actions will not impact the Humboldt County General Fund.

**STAFFING IMPACT:**

The recommended actions will not impact current staffing levels.

**STRATEGIC FRAMEWORK:**

The recommended actions support the following areas of the Board of Supervisors' Strategic Framework:

Core Roles: Protect vulnerable populations

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: 1.1 - Increase access to housing

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to enter into a professional services agreement with Bitfocus, Inc. regarding the provision of the needed HMIS. However, this alternative is not recommended as it would prevent DHHS and its community partners from obtaining HMIS that is best suited to the needs of the local community.

**ATTACHMENTS:**

1. Request for Proposal No. DHHS2023-03 Regarding the Provision of a Homeless Management Information System
2. Proposal submitted by Bitfocus, Inc.
3. Proposal submitted by Autocene Government Solutions, Inc.
4. Proposal submitted by WellSky Corporation
5. Proposal submitted by CaseWorthy, Inc.
6. Proposal submitted by Eccovia, Inc.

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A