



COUNTY OF HUMBOLDT

For the meeting of: 6/28/2022

File #: 22-829

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Software License and Services Agreement with AssetPulse, LLC Regarding the Provision, Support and Maintenance of an Electronic Asset Tracking System

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached software license and services agreement with AssetPulse, LLC, regarding the provision of software licenses and maintenance support in the amount of \$103,132.40 for the period of July 9, 2022, through June 30, 2025;
2. Authorize the Department of Health and Human Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached software license and services agreement with AssetPulse, LLC, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to return one fully executed original copy of the attached software license and services agreement with AssetPulse, LLC to the Department of Health and Human Services - Contract Unit for further processing.

SOURCE OF FUNDING:

Social Services Fund (1160)

DISCUSSION:

The Humboldt County Department of Health and Human Services - Information Services (DHHS-IS) completes a physical inventory of DHHS computer equipment on an annual basis. The inventory process takes approximately three months to complete with multiple staff members attempting to locate, and account for, all of the computer equipment unutilized by DHHS. An effective electronic asset tracking system can reduce the time spent in this process by 85%. Asset tracking enables faster responses to security alerts by accurately identifying the location and owner of a device. DHHS-IS has been contracting with AssetPulse, LLC since 2019 for the provision, support and maintenance of an electronic tracking system.

Accordingly, DHHS - IS recommends the Board approve, and authorize the Chair of the Board, to execute, the attached software license and services agreement with AssetPulse, LLC regarding the provision, support and maintenance of an electronic asset tracking system for the period of July 9, 2022, through June 30, 2025. It is also recommended the Board authorize the DHHS Director, or a designee thereof, to execute any and all subsequent amendments to the software license and services agreement with AssetPulse, LLC, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in the provision, support and maintenance of the electronic asset tracking system utilized by DHHS - IS.

FINANCIAL IMPACT:

The attached software license and services agreement with AssetPulse, LLC has a maximum payable of \$103,132.40 for the period of July 9, 2022, through June 30, 2025. The agreement is supported in Fund 1160, Budget Unit 511, Social Services and was included in the proposed budget for fiscal year (FY) 2022-23 and will be included in future budget proposals for the life of the agreement. The expenses related to the agreement are supported through quarterly claims for federal, state and local funds.

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 attached software license and services agreement with AssetPulse, LLC in its entirety.

Expenditure appropriations related to the attached software license and services agreement with AssetPulse, LLC have been included in the approved fiscal year 2022-2023 budget for DHHS - Social Services Administration budget unit 1160-511. All DHHS - Social Services programs will share the costs associated with the attached software license and services agreement with AssetPulse, LLC based on a formula established on a quarterly basis through the county expense claim submitted to the California Department of Social services. As a result, the attached software license and services agreement with AssetPulse, LLC will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached software license and services agreement with AssetPulse, LLC regarding the provision, support and maintenance of an electronic asset tracking system. However, this alternative is not recommended since it will severely limit DHHS - IS ability to efficiently locate, and account for, the computer equipment utilized by DHHS.

ATTACHMENTS:

Software license and Services Agreement with AssetPulse, LLC effective July 9, 2022

File #: 22-829

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-13; C-13

Meeting of: 7/9/19; 1/5/21

File No.: 19-990; 20-1610