



COUNTY OF HUMBOLDT

For the meeting of: 12/7/2021

File #: 21-1660

To: Board of Supervisors

From: DHHS: Public Health

Agenda Section: Consent

SUBJECT:

Professional Services Agreement with Common Cents Systems, Inc.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Department of Health and Human Services - Public Health Director, or a designee thereof, to execute, the attached professional services agreement with Common Cents Systems, Inc. regarding the provision of software maintenance services related to the Public Health Laboratory Information Management System for the period of January 1, 2022 through December 31, 2026;
2. Authorize the Department of Health and Human Services - Public Health Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Common Cents Systems, Inc., 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 certified copy of the Board Order relating to this item to the Department of Health and Human Services - Contract Unit.

SOURCE OF FUNDING:

Public Health Fund (1175)

DISCUSSION:

The Humboldt County Department of Health and Human Services - Public Health (“DHHS - Public Health”) provides a variety of clinical, environmental and bioterrorism related, testing services, including, without limitation, COVID-19 testing, for health care providers and community members within Humboldt County. DHHS - Public Health relies on the Public Health Laboratory Information Management System developed by Common Cents Systems, Inc. in order to electronically organize testing requests and report results in a useful and efficient manner. The Public Health Laboratory Information Management System includes functionality for security, specimen processing, results processing, reporting inquiry and customer service.

DHHS - Public Health has utilized the current Public Health Laboratory Information Management System since 2009 and has a long-established relationship with Common Cents Systems, Inc. The

attached professional services agreement with Common Cents Systems, Inc. will allow for the provision of software maintenance support services related to the Public Health Laboratory Information Management System for the period of Jan. 1, 2022 through Dec. 31, 2026.

Accordingly, DHHS - Public Health recommends that the Board approve, and authorize the DHHS - Public Health Director, or designee thereof, to execute, the attached professional services agreement with Common Cents Systems, Inc. for the period of Jan. 1, 2022 through Dec. 31, 2026. It is also recommended that the Board authorize the DHHS - Public Health Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid delays in the provision of needed software maintenance services.

FINANCIAL IMPACT:

The attached professional services agreement with Common Cents Systems, Inc. has a maximum amount payable of \$17,771.60 for the period of Jan. 1, 2022 through Dec. 31, 2026. In no event shall the maximum amount paid under the attached professional services agreement with Common Cents Systems, Inc. exceed \$17,177.16 for fiscal year 2021-22, \$34,354.32 per fiscal year for fiscal years 2022-2023 through 2025-26 and \$17,177.16 for fiscal year 2026-27. 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 attached professional services agreement with Common Cents Systems, Inc. in its entirety.

Expenditure appropriations related to the attached professional services agreement have been included in the approved fiscal year 2021-22 budgets for DHHS - Public Health budget units 1175-435 and 1175-455. As a result, approval of the attached professional services agreement will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by protecting vulnerable populations, creating opportunities for improved safety and health and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached professional services agreement with Common Cents Systems, Inc. However, this alternative is not recommended as it would cause disruption of laboratory testing services, including, without limitation, COVID-19 response efforts, provided to the community.

ATTACHMENTS:

1. Professional Services Agreement with Common Cents Systems, Inc. Regarding the Provision of Software Maintenance Services Related to the Public Health Laboratory Information

File #: 21-1660

Management System

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-13

Meeting of: 06/12/2018

File No.: 18-522