



COUNTY OF HUMBOLDT

For the meeting of: 1/11/2022

File #: 21-1864

To: Board of Supervisors

From: DHHS: Public Health

Agenda Section: Consent

SUBJECT:

First Amendment to the Professional Services Agreement with Carahsoft Technology Corporation Regarding Data Migration to the Accela Standard Web-Based Permitting Software and Supplemental Budget (4/5 Vote Required)

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 first amendment to the professional services agreement with Carahsoft Technology Corporation regarding data migration to the Accela standard web-based permitting software;
2. Authorize the Department of Health and Human Services - Public Health Director, or designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Carahsoft Technology Corporation, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Approve the attached supplemental budget in the amount of \$77,000 for Department of Health and Human Services - Public Health budget unit 1175-486 (4/5 vote required).

SOURCE OF FUNDING:

Public Health Fund (1175)

DISCUSSION:

Ontrack is a software program shared by the Environmental Health Division (DEH) of the Department of Health and Human Services - Public Health (DHHS - Public Health) and the Planning and Building Department that streamlined permit processing and made project status publicly accessible. Envision Connect is a data management application used by all DEH programs to manage permitting, billing, inspections, complaints and time tracking. Accela standard web-based permitting software will replace Ontrack and Envision Connect for all DEH programs, while allowing DEH to continue sharing connectivity with the Planning and Building Department, thus streamlining software programs. The attached first amendment to the professional services agreement with Carahsoft Technology Corporation will allow for data migration from Envision Connect and Ontrack to the Accela web-based permitting software.

Accordingly, DHHS - Public Health recommends that the Board approve, and authorize the DHHS - Public Health Director, or a designee thereof, to execute, the attached first amendment to the professional services agreement with Carahsoft Technology Corporation regarding data migration to the Accela standard web-based permitting software. 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 professional services agreement with Carahsoft Technology Corporation, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in migrating data from Envision Connect and Ontrack to the Accela web-based permitting software.

FINANCIAL IMPACT:

The attached first amendment to the professional services agreement with Carahsoft Technology Corporation will increase the overall maximum amount payable thereunder by \$76,563.58. The attached supplemental budget will augment DHHS - Public Health budget unit 1175-486 in order to account for the additional cost associated with the attached first amendment to the professional services agreement with Carahsoft Technology Corporation. Approval of the attached first amendment to the professional services agreement with Carahsoft Technology Corporation will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by providing for and maintaining technological infrastructure, 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 first amendment to the professional services agreement with Carahsoft Technology Corporation regarding data migration to the Accela standard web-based permitting software. However, this alternative is not recommended as it would negatively impact DEH's capacity to conduct inspections, track time and meet the permitting needs of the public.

ATTACHMENTS:

1. First Amendment to the Professional Services Agreement with Carahsoft Technology Corporation Regarding Data Migration to the Accela Standard Web-Based Permitting Software
2. Professional Services Agreement with Carahsoft Technology Corporation dated June 16, 2020
3. Supplemental Budget for Department of Health and Human Services - Public Health Budget Unit 1175-486

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-12
Meeting of: June 16, 2020

File #: 21-1864

File No.: 20-646