



COUNTY OF HUMBOLDT

For the meeting of: 1/5/2021

File #: 20-1610

To: Board of Supervisors
From: DHHS: Administration
Agenda Section: Consent

SUBJECT:

First Amendment to the 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 first amendment to the 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, 2019 through July 8, 2022;
2. Authorize the Department of Health and Human Services 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; and
3. Direct the Clerk of the Board to return one fully executed original copy of the attached first amendment to the 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 - Information Services) completes a physical inventory of DHHS' computer equipment on an annual basis. The inventory process takes approximately 3 months to complete with multiple staff members attempting to locate, and account for, all of the computer equipment utilized 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.

On July 9, 2019 (Item C-13), the Board approved the current software license and services agreement with AssetPulse LLC regarding the provision, support and maintenance of an electronic asset tracking system. The attached first amendment to the software license and services agreement with AssetPulse

LLC will increase the maximum amount payable thereunder in order to account for, and accommodate, certain previously unforeseen costs related to the payment of applicable taxes and the provision of a second handheld inventory scanner.

Accordingly, DHHS - Information Services recommends that the Board approve, and authorize the Chair of the Board to execute, the attached first amendment to the 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, 2019 through July 8, 2022. It is also recommended that 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 - Information Services.

FINANCIAL IMPACT:

The attached first amendment to the software license and services agreement with AssetPulse LLC will increase the maximum amount payable thereunder from \$85,763 to \$96,763 for the period of July 9, 2019 through July 8, 2022. 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 software license and services agreement with AssetPulse LLC in its entirety.

Expenditure appropriations related to the attached first amendment to the software license and services agreement with AssetPulse LLC have been included in the approved fiscal year 2020-2021 budget for DHHS - Social Services Administration budget unit 1160-511. All DHHS - Social Services programs will share the costs associated with the attached first amendment to the software license and services agreement with AssetPulse LLC based on a formula that is established on a quarterly basis through the county expense claim submitted to the California Department of Social Services. As result, the attached first amendment to the software license and services agreement with AssetPulse LLC 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.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached first amendment to the 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 - Information Services' ability to efficiently locate, and account for, the computer equipment utilized by DHHS.

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ATTACHMENTS:

1. First Amendment to the Software License and Services Agreement with AssetPulse LLC dated July 9, 2019
2. Software License and Services Agreement with AssetPulse LLC dated July 9, 2019

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-13

Meeting of: 07/09/19

File No.: 19-990; 20-1610