



COUNTY OF HUMBOLDT

Legislation Text

File #: 18-522, **Version:** 1

To: Board of Supervisors

From: DHHS: Public Health

SUBJECT:

Software Maintenance Agreement with Common Cents Systems, Inc. for the Public Health Laboratory

RECOMMENDATION(S):

That the Board of Supervisors approve and authorize the Department of Health and Human Services (DHHS) - Public Health Director to sign three (3) original signature pages of the Software Maintenance Agreement with Common Cents Systems, Inc. for the period of July 1, 2018 through June 30, 2021; authorize the DHHS-Public Health Director or designee to sign all future amendments to this agreement upon County Counsel and Risk Management review and approval; and direct the Clerk of the Board to return one (1) copy of the executed Board Agenda Item to the DHHS-Contract Unit for transmittal to DHHS-Public Health.

SOURCE OF FUNDING:

Public Health Funds

DISCUSSION:

The DHHS-Public Health Laboratory provides a variety of testing services to health care providers and community members within Humboldt County. The Public Health Laboratory relies on Apollo, a Laboratory Information Management System (ApolloLIMS) developed by Common Cents Systems, Inc. in order to electronically organize testing requests and report results in a useful and efficient manner. The ApolloLIMS software system includes functionality for security, specimen processing, results processing, reporting inquiry and customer service. The Public Health Laboratory has worked with the ApolloLIMS software since 2009 and has a long-established relationship with Common Cents Systems, Inc.

The agreement before your Board today allows the Public Health Laboratory to renew their Software Maintenance Agreement with Common Cents Systems, Inc. for continued support of ApolloLIMS for the period of July 1, 2018 through June 30, 2021. The Humboldt County Purchasing Agent signed previous agreements with Common Cents Systems, Inc., however, due to additional maintenance costs of a new incoming interface built in Fiscal Year (FY) 2017-18 this three-year agreement requires Board approval.

FINANCIAL IMPACT:

Approval of the three-year Software Maintenance Agreement will allow DHHS-Public Health Laboratory to reimburse Common Cents Systems, Inc. up to \$51,561 for the period of July 1, 2018 through June 30, 2021. The maximum reimbursable amount for this agreement takes into account the maximum allowable 5% annual increase to be implemented at the discretion of Common Cents Systems, Inc. This expense in the amount of \$17,277.24 for FY 2018-19 was included in the proposed county budget for FY 2018-19 in Fund 1175, Budget Unit 435- Public Health Laboratory. The remaining expense will be included in the county budget process for

FY 2019-20 and FY 2020-21. There is no impact to the General Fund.

This agreement supports the Board's Strategic Framework by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the agreement, however this is not recommended, as it would cause disruption of services to the community.

ATTACHMENTS:

One (1) copy of the Software Maintenance Agreement between Common Cents Systems, Inc. and DHHS-Public Health

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A