



COUNTY OF HUMBOLDT

Legislation Text

File #: 19-990, **Version:** 1

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Approval of Agreement by and between County of Humboldt and AssetPulse LLC for an Asset Tracking Solution for the Department of Health and Human Services (DHHS)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Chair of the Board to execute, the attached service agreement with AssetPulse LLC for an Asset Tracking Solution in an amount not to exceed \$85,763 over the 3-year term; and
2. Authorize the Department of Health and Human Services (DHHS) Director Connie Beck or a designee thereof to execute any and all amendments to this agreement to change services but do not increase the not to exceed amount after review and approval by County Counsel and Risk Management.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

Humboldt County does a physical inventory of equipment annually. The inventory process for the Department of Health and Human Services (DHHS) takes approximately 3 months to complete with multiple staff members attempting to locate and account for all the computer equipment. An effective asset tracking system can reduce the time spent in this process by 85%. Asset tracking also enables faster responses to security alerts by accurately identifying the location and owner of a device.

The services that the vendor will provide for the agreement term are as follows:

- Ability to track and report the locations of DHHS assets via fixed and handheld Radio Frequency Identification Reader (RFID) readers and asset tracking software.
- Provide and configure handheld readers to be used to perform inventory audits of locations. The handheld readers will also be used to physically search and locate tagged equipment.
- Configure asset tracking software according to DHHS's asset management, inventory and tracking processes.

- Set up rules and alerts to proactively notify DHHS-Information Services (IS) of exceptions, e.g. asset movement or missing assets.
- Work with DHHS to understand their business processes including asset audits, addition of new assets, and asset disposal. Assist the customer to incorporate and perform these business processes with the asset tracking software.

Accordingly, staff recommends that the Board authorize the Chair to sign the attached agreement and to allow for changes in services that may be required and possible extensions to the service agreement.

FINANCIAL IMPACT:

Approval of the agreement with AssetPulse LLC was included in the proposed county budget for fiscal year (FY) 2019-20 in fund 1160, budget unit 511 Social Services in the amount of \$75,663. The annual maintenance cost of \$5,050 will be included in the subsequent budget cycles for FY 2020-21 and FY 2021-22. There is no impact to the 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 can choose not to approve the attached agreement with AssetPulse. This is not recommended due to the excessive staff time which currently takes to perform this task on an annual basis.

ATTACHMENTS:

1. Agreement by and between County of Humboldt and AssetPulse LLC for Asset Tracking Solution (3 originals).

PREVIOUS ACTION/REFERRAL:

Board Order No.:

Meeting of: