



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: Social Services
Department No.: 044
Agenda Date: March 18, 2025
Placement: Administrative Agenda
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Daniel Nielson, Social Services Director
(805) 346-7101
Contact Info: Laura Mejia, Administrative Services Operations Manager
(805) 346-7312
SUBJECT: **Second Amendment to Agreement with Northwoods Consulting Partners, Inc. for Document Imaging System**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Director of Social Services, or his designee, to execute the Second Amendment to the Agreement with Northwoods Consulting Partners, Inc. for Document Imaging System to amend the term dates to reflect the contract term of May 18, 2021 through March 31, 2025; and
- b) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda in order to approve and authorize the Second Amendment to the Agreement with Northwoods Consulting Partners, Inc. (Northwoods) for Document Imaging (DI) System to correct the term dates so that it properly reflects that the contract term is set from May 18, 2021 through March 31, 2025.

Background:

On May 18, 2021, the Department of Social Services (DSS) entered into an agreement with Northwoods to implement a DI system to replace DSS' then current system that was more than 14 years old and required an unsupported Microsoft environment. A full replacement of the system was needed and Northwoods' software provided functionality as well as provided enhancements and improved efficiencies. The original term of the Agreement commenced performance on May 18, 2021 with an initial term for a period of three years from the Subscription Start date and an option for two additional one-year terms. According to the term language in the original agreement, the agreement had two conflicting term end dates. Three years from when performance commenced (May 18, 2021 through May 18, 2024) and three years from the Subscription Start Date (April 1, 2022 through March 31, 2025). This amendment is to clarify that the term date will end on March 31, 2025.

Northwoods has focused on creating and delivering modern technology solutions to automate and modernize the DI element of social services agencies since 2003. Northwoods' background is rooted in social services, employing former caseworkers, supervisors, and directors. As a result, they keenly understand the pressures associated with increasing caseloads, shrinking budgets and compliance issues. The OnBase platform, developed by Hyland Software, is a unified platform composed of individual modules. As such, it is a flexible and easy-to-use electronic document management platform. Because of its modularity, OnBase is expandable, scalable, and capable of integrating with other systems. As a solutions partner and authorized reseller of the OnBase platform, Northwoods shall create and implement solutions that will meet the following DSS specific business needs.

- Capture, index, and store documents.
- Apply document, folder archival, and deletion business rules.
- Perform full-text searches across multiple documents.
- Facilitate complex forms and workflows that support worker business processes.
- Generate detailed reports using an intuitive dashboard.
- Effectively audit a document's history as it progresses through the agency.

Budget Impacts:

There are no budget impacts and the funds for this service are included in the adopted budget.

Special Instructions:

Please scan, email and send one (1) duplicate original Amendment, and a copy of the minute order to:

Procurement and Contracts Unit

C/O Tricia Beebe

tbeebe@countyofsb.org

2125 S. Centerpointe Parkway, 3rd Floor

Santa Maria, CA 93455

Attachments:

Attachment A – Agreement and First Amendment – Northwoods - DI

Attachment B – Second Amendment – Northwoods - DI

Authored by:

Tricia Beebe

Procurement and Contracts Supervisor

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