



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

Department Name: Public Health
Department No.: 041
For Agenda Of: May 24, 2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Van Do-Reynoso, MPH, PhD, Director
Director(s) Public Health Department
Contact Info: Lars Seifert, Environmental Health Services, Director
SUBJECT: First Amendment to Agreement with SEP Technology Consulting, LLC

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a First Amendment of the Professional Services Agreement with SEP Technology Consulting, LLC, to increase the contract amount by \$78,870 for a maximum contract amount not to exceed \$277,290 to complete software modernization and migration services for the Public Health Department and to extend the term of the contract through June 30, 2023; and
- b) Delegate to the Director of Environmental Health Services the authority to issue amendments to the above agreement to increase the contract maximum in an amount not to exceed 10% of the maximum contract amount of \$277,290, or \$27,729; and
- c) Find that the above recommended actions are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Sections 15378(b)(2), 15378(b)(4), and 15378(b)(5) in that the actions involve a continuing administrative or maintenance activity, the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and organizational or administrative activities of government that will not result in the direct or indirect physical change in the environment.

Summary Text:

This item is on the agenda to authorize the Chair to execute a First Amendment to the Professional Services Agreement with SEP Technology Consulting, LLC. This First Amendment extends the contract term for an additional year to accommodate full implementation of the Accela software platform. Additionally, this First Amendment increases the contract amount by \$78,870 for a maximum contact amount not to exceed \$277,290. Approval of Recommendation b) will allow the Environmental Health Services' Director to increase the contract maximum in an amount not to exceed 10% of the maximum contract amount for unforeseen customizations, data reporting features, and Citizen Access portal customer service enhancements needed as the implementation progresses ("contingency costs").

Background:

On June 22, 2021, your Board executed a Professional Services Agreement with SEP Technology Consulting, LLC for software modernization and migration services for the Public Health Department's Environmental Health Services (EHS). The contract specifically provides for SEP Technology Consulting to migrate EHS from its current self-hosted legacy database product (EnvisionConnect) to the new Accela Environmental Health and Civic Platform. The Accela program provides a cloud-based platform of government software solutions aimed at accelerating growth, efficiency, and transparency within governmental agencies. The Accela modernization project seeks to move the County to a single instance of Accela to increase operational efficiencies across the County, including Santa Barbara County's Planning & Development and the County Executive Office.

Due to the local health emergency and associated Covid-19 emergency response efforts by the Public Health Department/EHS, the project launch date was delayed from July 2021 to November 2021. The timeline to migrate EHS software and data was initially estimated to take approximately 8-10 months to complete. Approval of Recommendation a) will extend the contract expiration date from June 30, 2022 through June 30, 2023, thereby providing the additional time necessary to effectively and completely migrate EHS to the Accela software platform.

This Board action will also increase the contract amount with SEP Technology Consulting by \$78,870. The original contract amount, \$198,420, was approved by the County's Executive Information Technology Committee and your Board to fund the one-time project migration cost, with EHS funding the annualized on-going Accela software licensing costs once the migration by SEP Technology Consulting is completed.

During the data migration project, it has been identified that EHS' data conversion using Accela's "out of the box" software configurations does not fully address EHS' complex and nuanced data and reporting needs. In addition to the required customization and expanded configuration scope, EHS has also identified opportunities to enhance customer service and operational efficiencies through custom record integration with the State's hazardous materials environmental reporting system (CERS), additional business rules automation scripting for client invoicing; online application enhancements through Accela's Citizen Access portal for customer usability; and additional custom reports to identify data-driven business compliance needs. These project changes are identified in the Change Order as part of the First Amendment to the contract in Attachment A.

Increasing the contract amount by \$78,870 will allow EHS to make required customizations during the migration, which will enable EHS to have, at the time of launch, a fully-functioning cloud-based software platform that meets its regulatory, financial and enforcement needs. The additional one-time

project costs and any contingency costs up to 10% of the total contract amount will be funded by designated CUPA penalty revenue. A budget revision request will be brought to the Board to appropriate the funds in FY 2022-23.

Fiscal Analysis:

The original contract amount, \$198,420.00 and one-time funding through the Information Technology Committee, was budgeted in the current fiscal year, 2021-2022. With this project extension, the estimated unused portion will be re-budgeted to FY 2022-2023 via a Final Budget Adjustment.

A budget revision request for the additional \$78,870, funded by Environmental Health Services' designated CUPA penalty revenue, will be brought to your board in FY 2022-2023. Annual on-going Accela software licensing costs are included in the Department's FY 2022-2023 Recommended budget.

Special Instructions:

Please execute two (2) original First Amendments with SEP Technology Consulting, LLC and retain one (1) original First Amendment and one (1) Minute Order for pick-up by the department. Please email KLazarus@sbcphd.org when available for pickup.

Attachments:

- A. First Amendment to Service Agreement with SEP Technology Consulting, LLC
- B. Original SEP Technology Consulting, LLC Agreement - Executed 6/22/2021

Authored by:

Lars Seifert, Environmental Health Services Director