



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: Social Services
Department No.: 044
For Agenda Of: May 18, 2021
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Select_Board(s)
FROM: Department Daniel Nielson, Social Services Director
Director(s) (805) 346-7101
Contact Info: Sean Boal, Information Technology Manager, (805)346-7248

SUBJECT: Agreement with Visus LLC for Systems Integration Support

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 ratify and authorize the Chair to execute an Agreement with Visus LLC (local vendor) to provide Systems Integration Support for a total contract amount not to exceed \$45,000 for the period of March 1, 2021 through June 30, 2022;
- 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 the Agreement with Visus LLC (Visus) to provide Systems Integration Support for a total contract amount not to exceed \$45,000 for the period of March 1, 2021 through June 30, 2022. Department of Social Services (DSS) is in need of increasing our current Purchasing Agreement with Visus CN23833, which given the amount of funding to this service provider, now requires it to be converted to a Board Agreement as it exceeds the \$200,000 aggregate threshold. The agreement before your Board is to meet the increased need for integration support in order to obtain specialized coding to revise, update or create DSS applications and update and/or revise integration coding for DSS systems.

Background:

DSS requires additional contracted integration support in order to obtain specialized coding to revise, update or create DSS applications and update and/or revise integration coding between DSS systems. Visus currently provides systems integration support for the DSS Outbound Communication Tool Online Providing Uploaded Submissions (OCTOPUS), and the call center Task Management Tool (TMT). OCTOPUS facilitates the client’s ability to submit verifications for the income maintenance programs or make general inquiries securely from a desktop computer, mobile phone, or tablet. DSS is now seeking to add functionality for clients to have the ability to report changes via a web-based form, requiring coding between the DSS public website to the County email system. TMT is a tool the Benefit Service Center uses to track assigned tasks related to assigned calls and cases. Visus will be developing new code for TMT to function in the new countywide domain under Office 365.

In previous Fiscal Years, DSS obtained these services through Purchasing Contracts renewable on an annual basis. Currently, Public Works, Human Resources, Clerk Recorder Assessors and DSS have a total of \$110,000 in Service Contracts with Visus and an additional \$157,645 in Board Contracts, exceeding the Aggregate limit. Given the amount of funding to this service provider, the request to close CN23833 for a new Board Contract with Visus for a total contract in the amount of \$45,000 is now presented to the Board for approval.

Performance Measure:

- A. Complete OCTOPUS PDF error handling no later than July 31, 2021.
- B. Complete TMT Authentication activities no later than July 31, 2021.
- C. Make necessary changes within 24 hours of notification by COUNTY of an identified defect

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund		\$ 2,515.00	
State		\$ 20,405.00	
Federal		\$ 22,080.00	
Fees			
Other:			
Total	\$ -	\$ 45,000.00	\$ -

Narrative:

Approval and execution of this Agreement will result in total direct contract expenditures of no more than \$45,000 in Fiscal Year 2021/2022. Appropriations and associated funding for Fiscal Year 2021/2022 are included in the DSS adopted budget. This Agreement will be funded with federal (49.1%), state and 2011 Realignment (45.3%), General Fund and Fund Balance (5.6%) sources.

Key Contract Risks:

The risk assessment worksheet has been completed. DSS has determined that Visus is a medium risk vendor.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

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

DSS Contracts Unit

C/O Emma Duncan

2125 S. Centerpointe Parkway, 3rd Floor

Santa Maria, CA 93455

E.Duncan@sbcsocialserv.org

Attachments:

1. Attachment 1 – Agreement – Visus Systems Integration Support

Authored by:

Sean Boal, DSS Information Technology Manager

Emma Duncan, Contracts Coordinator

CC: