



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Services Agency



**DATE:** April 17, 2012  
**BOARD MEETING DATE:** May 15, 2012  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Beverly Beasley Johnson, J.D., Director, Human Services Agency  
**SUBJECT:** Agreement with the California State Association of Counties

**RECOMMENDATION:**

Adopt a Resolution:

- A. Waiving the Request for Proposal (RFP) process and authorizing the President of the Board to execute an Agreement with the California State Association of Counties (CSAC) to provide management services for the oversight of Welfare Clients Data Systems (WCDS), for the term of July 1, 2012 through June 30, 2013, in the amount of \$112,766; \$5,638 is Net County Cost; and
- B. Authorizing the Director of the Human Services Agency or the Director's designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

**BACKGROUND:**

CSAC has provided management services for the oversight of WCDS (a consortium of 18 counties) since July 1, 1999, when the system was first introduced. During that period the WCDS Consortium considered it beneficial to utilize the services of an independent Welfare Case Data System Manager due to the complexity of business needs of the eighteen member counties. Utilizing an independent provider ensures effectiveness and efficiencies across counties. WCDS is the automated system for the qualification, control, and distribution of welfare assistance.

**DISCUSSION:**

This Agreement will allow CSAC to provide management services for the oversight of WCDS for FY 2012-13. CSAC is a sole-source provider recommended by the state, and has been working under the direction of the WCDS Consortium since the system's implementation.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed and approved the Agreement and Resolution as to form and the Contractor meets insurance certification requirements.

Approval of this Agreement contributes to the Shared Vision 2025 outcome of a Prosperous Community by ensuring effectiveness and efficiencies in the County's Welfare Department activities. It is anticipated that the Contractor will resolve issues to ensure 100% compliance with the HP/Consortium Service Level Agreement (SLA).

Performance Measure(s)

Measure	FY 2012-13 Target
Evaluate and propose at least two opportunities for cost savings and/or system improvements for review.	2
Ensure compliance with HP/Consortium SLA terms.	100%

**FISCAL IMPACT:**

The term of the Agreement is July 1, 2012 through June 30, 2013. The total obligation of the Agreement is \$112,766. The Agreement is funded through the CalWIN Allocation using state and federal welfare administration sources which provide a reimbursement of 95% or \$107,128. The remaining 5% or \$5,638 is Net County Cost. Funding for the Agreement is included in the FY 2012-13 Recommended Budget.