

**RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION WAIVING THE REQUEST FOR PROPOSALS PROCESS AND  
AUTHORIZING AN AGREEMENT WITH NORTHWOODS CONSULTING  
PARTNERS, INC., TO PROVIDE MAINTENANCE AND TECHNICAL SUPPORT  
FOR THE TERM OF SEPTEMBER 1, 2019 TO AUGUST 31, 2020, IN AN  
AMOUNT NOT TO EXCEED \$404,715**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, in 2010, the Human Services Agency (HSA) completed the implementation of a document imaging and task management system (Compass) using OnBase and Compass Pilot software applications purchased from Northwoods Consulting Partners, Inc (Northwoods); and

**WHEREAS**, Compass integrates with the County's CalWIN system used to administer public assistance program; and

**WHEREAS**, HSA used Compass to manage client benefit eligibility case related documents such as applications, financial statements, and verification documentation and to create/track tasks necessary to processing an eligibility case; and

**WHEREAS**, this system is a critical component of managing determinations for public aid programs, because it is used to manage tasks and client documentation related to eligibility cases; and

**WHEREAS**, HSA would like to enter into a one (1) year agreement with Northwoods to receive technical support, and software maintenance services for the

OnBase and Compass Pilot software applications to ensure the applications are running in optimal condition; and

**WHEREAS**, preventative and routine application maintenance is necessary to ensuring the accessibility and security of client case information; and

**WHEREAS**, the OnBase and Compass Pilot software applications, maintenance, and technical support are proprietary to, and are solely provided by, Northwoods; and

**WHEREAS**, HSA is recommending the Board waive the Request for Proposals process as Northwoods is the only vendor available to provide software maintenance and support for these applications; and

**WHEREAS**, there has been presented to this Board of Supervisors for its consideration and acceptance an agreement, reference to which is hereby made for further particulars, whereby Northwoods will provide maintenance and technical support services for an amount not to exceed \$404,715, for the term of September 1, 2019 to August 31, 2020.

**NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of this Board of Supervisors be and is hereby authorized and directed to waive the County's requirement for Request for Proposals and execute said agreement for an on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED** that the Director of the Human Services Agency or designee is authorized 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 and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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