



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN SERVICES AGENCY

**File #:** 20-487

Board Meeting Date: 6/30/2020

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Ken Cole, Director, Human Services Agency  
**Subject:** Agreement with Cushman Computer Consulting, Inc.

**RECOMMENDATION:**

Adopt a resolution authorizing a waiver of the Request for Proposals process and approving the execution of an agreement with Cushman Computer Consulting, Inc., to provide annual maintenance and make modifications to the REXp system for a total obligation amount not to exceed \$330,000 for the term of July 1, 2020 to June 30, 2023.

**BACKGROUND:**

The Human Services Agency (HSA) Financial Services Branch processes county claims for expenditures and aid benefits covering 20 state and federal program areas assisting 160,000 residents. The claim process requires several submissions to the State. In 2015, HSA implemented a software and business intelligence solution that automated the Agency's revenue and claims process called REXp. REXp accelerates HSA's ability to reconcile claims, which will allow for revenue receipts from the State to be generated more quickly. Through REXp, HSA can quickly access audit and analysis reports to efficiently monitor claims and revenue status. In addition, REXp comprises 75% of HSA's revenue tracking data, and it is essential that the system is fully functioning and can meet the agency's changing revenue tracking requirements. REXp was developed for HSA by Cushman Consulting, Inc. (Cushman) who retains ownership of intellectual property of the software.

**DISCUSSION:**

This agreement will allow HSA to make modifications to the REXp system necessary to increase the visibility and management of agency funding allocations. Cushman will modify the system to include a new revenue allocation management reporting tool. As a result, HSA will be able to access on-demand reports to analyze revenue and expenditures in order to create strategies that would best serve the County and its residents. In addition, Cushman will provide annual technical support and software maintenance to ensure the system is fully functional.

REXp was developed for HSA by Cushman Computer Consulting, Inc., and it is the only vendor able to provide system enhancements and maintenance. For this reason, HSA is recommending the

Board waive the Request for Proposals process.

The resolution contains the County's standard provisions allowing an amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

County Counsel has reviewed and approved the resolution and the agreement as to form.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2020-21 Anticipated</b>	<b>FY 2021-22 Anticipated</b>	<b>FY 2022-23 Target</b>
Percentage of project deliverables completed on time and within budget.	96%	98%	100%

**FISCAL IMPACT:**

The agreement term is July 1, 2020 to June 30, 2023 in the amount of \$330,000. The expense incurred under this agreement will be cost applied to the agency. Funding is estimated to be 75% state and federal sources and 25% net county cost. Appropriations for this funding are included in FY 2020-21 Recommended Budget and will also be included in FY 2021-23 Recommended Budgets.