



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/5/2017

Agenda Placement: 6A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors

**FROM:** JoAnn Melgar for Howard Himes - Director  
Health & Human Services Administration

**REPORT BY:** JoAnn Melgar, Staff Services Analyst II - 707-253-4722

**SUBJECT:** Amendment No. 1 to Agreement with Bitfocus, Inc. (HMIS)

---

### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 170266B with Bitfocus, Inc. increasing the amount by \$31,125 for a new maximum of \$73,165. incorporating Addendum 1 to Exhibit A-2 to add additional licenses to access the Homeless Management Information System (HMIS), incorporating Exhibit B "Contractor's Privacy and Security Commitments" and modifying the Term of the Agreement to limit the number of automatic renewals to five fiscal years to June 30, 2022, for software support and licenses for the HMIS.

### **EXECUTIVE SUMMARY**

On April 8, 2014 the Board approved an agreement with Bitfocus, Inc. to provide software support and licenses for the County's Homeless Management Information System (HMIS). The purpose of today's action is to amend the agreement to add twenty-five (25) additional enterprise licenses for Abode Services, Inc., Health and Human Services Agency (HHSA) Community Links Mental Health Service Providers, and Queen of the Valley Care Network. In addition, today's action will amend the agreement to limit the number of automatic renewals. This agreement will now expire on June 30, 2022. Today's action will also add a "Contractor's Privacy and Security Commitments" exhibit to the agreement.

Bitfocus was selected through a formal Request for Proposals process. Bitfocus is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Administration
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is discretionary in that there is no obligation by the County of Napa to contract with Clarity/BitFocus for the licensure and use of a Homeless Management Information System (HMIS) database. Doing so ensures that the County of Napa is compliant with the U.S Department of Housing and Urban Development (HUD) and their required use of an HMIS database. Without fulfilling this requirement, the County of Napa would be at risk of non-compliance with various HUD grant agreements. The County of Napa currently contracts with Clarity/Bitfocus, and this amendment will ensure continuity of the HMIS database, while adding capacity.
Is the general fund affected?	No
Future fiscal impact:	This contract will automatically renew and will be budgeted accordingly. Renewals will cease June 30, 2022.
Consequences if not approved:	If the amendment is not approved, the County of Napa will lack the needed capacity for users to enter HMIS data on a daily basis. In addition to capacity increase, this agreement ensures the County of Napa remains compliant with HUD grant requirements associated with Napa County's housing and homeless services.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Federal Department of Housing Urban Development (HUD) requires the use of a Homeless Management Information System (HMIS) to track and report on homeless populations. The County receives significant HUD grant funding each year to support homeless services in Napa County.

On April 8, 2014 the Board approved an agreement with Bitfocus, Inc. to provide software support and licenses for the County's Homeless Management Information System (HMIS). The purpose of today's action is to amend the agreement to add twenty-five (25) additional enterprise licenses for Abode Services, Inc. (Abode), Health and Human Services Agency (HHSA) Community Links Mental Health Service Providers and Queen of the Valley Care Network for the Social Security Income/Social Security Disability Income Outreach, Access, and Recovery Technical Assistance (SOAR) program.

The Whole Person Care Pilot Project is tasked with coordinating care and providing infrastructure to the HMIS in Napa County. The increase in HMIS licenses will be used for Whole Person Care (WPC) enrollment and services tracking because all WPC clients are in HMIS. This is the best database to use for serving this population. Abode already has access to HMIS but needs additional licenses because they are the County's main WPC contractor, as well as the main homeless system contractor, and they have added additional staff. Abode will be the main data

collector and user of HMIS for WPC.

Licenses are also needed for HHSA Community Links staff who have been working with Abode on integrating access to services and housing and will now migrate to HMIS. This is a result of collaboration due to the WPC program.

Queen of the Valley Care Network currently runs the SOAR program, which is funded by Tobacco Master Settlement grant funds. Staff will be bringing an agreement to the Board for Queen of the Valley Care Network to assign a staff person to exclusively serve WPC clients who will need access to HMIS for SOAR enrollment and tracking.

In addition, today's action will amend the agreement to limit the number of automatic renewals. This agreement will now expire on June 30, 2022. Today's action will also add a "Contractor's Privacy and Security Commitments" exhibit to the agreement.

Bitfocus was selected through a formal Request for Proposals process. Bitfocus is not a local vendor.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula