



Agenda Date: 2/26/2008  
Agenda Placement: 7L

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randolph F. Snowden - Director  
Health & Human Services  
**REPORT BY:** Shelli Brobst, Contracts Analyst - 253-4720  
**SUBJECT:** Agreement with Mark Monalvo doing business as Network Technologies

---

### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with Mark Monalvo, doing business as Network Technologies, for a monthly rate of \$850 for the term March 1, 2008 through June 30, 2008, with a provision for automatic annual renewal, to provide the Training and Employment Center with online services to access the SMARTware2000 client tracking system, monthly maintenance of the software, and telephone support for the system.

### **EXECUTIVE SUMMARY**

Approval of the requested action will allow Network Technologies to:

- | continue to host, for HHSA's use, the SMARTware2000 client tracking system on Network Technologies' server;
- | provide monthly maintenance of the software; and
- | provide telephone support for the system.

An agreement with Network Technologies (AUD No. 5615) has been renewing through the automatic annual renewal process since Fiscal Year 2004-2005. Since the cumulative total of payments to this vendor is now approaching \$50,000, in accordance with Napa County Code Section 2.36.040, a new agreement is being brought to the Board of Supervisors for approval. The new agreement includes a provision for automatic annual renewal at the same rate of \$850 per month for the above stated services.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

---

Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	These services are discretionary in that there is no mandate to acquire these services. However, the software enables HHSA to effectively track client services provided through its Training and Employment Center program and the Employment Network Center.
Is the general fund affected?	No
Future fiscal impact:	Although the agreement terminates on June 30, 2008, it contains an automatic annual renewal provision that allows the County the option to continue these services in the following fiscal year, in which case, the corresponding appropriation will be included in the Agency's requested budget for Fiscal Year 2008-2009.
Consequences if not approved:	If this agreement is not approved, Network Technologies will not be able to host HHSA's use of the SMARTware2000 client tracking software nor provide monthly maintenance of the software and related Help Desk telephone support. HHSA's ability to track client use of the Training and Employment Center and Employment Network Center will be significantly impaired.
Additional Information:	The cost of this agreement is 100% reimbursed from the annual allocations received for all Training Employment Center (TEC) grants.

### **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 Training and Employment Center (TEC) has used SMARTware2000 as its client tracking system since October 2000. SMARTware2000 is an Internet-based system available through Netscape. It can be transferred to any server location, if appropriate licenses are purchased and needed support exists within user agencies. The SMARTware2000 system tracks all services provided to clients in TEC's programs, and tracks client participation in the Employment Network Center.

Until spring 2003, Shasta County was the SMARTware2000 host server and held the system software application licenses. When Shasta County discontinued this role, Napa County searched for a server location that would have minimal fiscal impact, and minimal to no disruption to client data and operations. Network Technologies was chosen as Napa County's vendor and has been under contract with Health and Human Services since Fiscal Year 2004-2005. The Director of Network Technologies developed the SMARTware2000 system and is willing to continue to host HHSA's use of the system on his server, provide monthly maintenance of the software, and provide related Help Desk telephone support for SMARTware2000, at a cost of \$850 per month.

This new agreement is being presented to the Board for approval because the aggregate paid to this provider will exceed the Purchasing Agent's signature authority.

Network Technologies is not a health care provider for purposes of HIPAA. There is no use or disclosure of protected health information to the vendor under this agreement.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita