



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/22/2016

Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services
REPORT BY: Shawn Smith, Supervising Staff Services Analyst - 707.259.8665
SUBJECT: Approval of Agreement with Business Health Systems

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chairman to sign an agreement with Business Health Systems for a maximum of \$23,600 for the term March 22, 2016 through September 30, 2016 for a County-wide privacy and information security training module.

EXECUTIVE SUMMARY

This agreement with Business Health Systems (BHS) will help to support Napa County's Privacy and Information Security program. BHS will provide the County with a privacy and information security training module that includes video scenarios, interactive exercises and quiz questions. BHS will integrate with the County's Human Resources system and upload the Privacy and Information Security training module to the County's learning management system (LMS). The agreement amount is \$11,800 for Fiscal Year 2015-16 and \$11,800 for Fiscal Year 2016-17, for a total cost of \$23,600.

BHS is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County does not have the expertise to develop comprehensive privacy and

	information security specific training content.
Is the general fund affected?	No
Future fiscal impact:	Final payment of \$11,800 for final deliverables will be included in the Fiscal Year 2016-17 budget.
Consequences if not approved:	If not approved, County employees will not be provided the knowledge to help protect against privacy and information security vulnerabilities.
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

Business Health Systems (BHS) will deliver Napa County a County-wide privacy and information security training module to be used in a learning management system (LMS). The agreement includes the following deliverables:

1. Privacy and Information Security module
2. 5 video scenarios to be used in the module
3. Interactive exercises and quiz questions within the module
4. Integration with the County Human Resources system
5. County Privacy and Information Training module uploaded into a LMS

The agreement amount is \$11,800 for Fiscal Year 2015-16 and \$11,800 for Fiscal Year 2016-17, for a total cost of \$23,600.

BHS is not a local vendor. This Bay Area firm specializes in multimedia products for learning. Napa County has previously contracted with BHS and they have the expertise, knowledge, and skills to provide the County with robust privacy and information security training products.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan