



Agenda Date: 4/1/2008
Agenda Placement: 7T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Watt, Nancy - County Executive Officer
County Executive Office
REPORT BY: Maiko Klieman, Management Analyst II - 707-253-4180
SUBJECT: Report on sole source award to Health Care Compliance Strategies, Inc.

RECOMMENDATION

County Executive Officer/Purchasing Agent requests acceptance of a report, pursuant to County Ordinance Code Section 2.36.090, on the sole-sourced three-year lease of a systems license from Health Care Compliance Strategies, Inc., of Jericho, New York, in the amount of \$34,500, to provide the Health and Human Services Agency with a computer-based General Compliance Training module.

EXECUTIVE SUMMARY

The County Executive Officer/Purchasing Agent has executed a three-year lease with Health Care Compliance Strategies, Inc. (HCCS), to provide the Health and Human Services Agency (HHS) with a computer-based General Compliance Training module which addresses the Federal Sentencing Guidelines, core compliance program requirements, and Deficit Reduction Act of 2005 requirements. The lease has a provision for automatic renewal of the three-year term, thereby providing the County the option to renew the lease of the module. This report is being made in accordance with Napa County Code Section 2.36.090.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

To meet regulatory requirements, the Health and Human Services Agency (HHSA) has to regularly provide its workforce (approximately a third of the County's total number of employees) General Compliance Training. The training must address the Federal Sentencing Guidelines, core compliance program requirements, and Deficit Reduction Act of 2005 requirements. HHSA thus had to find an efficient and effective way to provide, manage and administer mandatory training to its permanent employees, on-site contractors, temporary staff and interns.

After evaluating the qualifications and determining the competitiveness and price-value of two major vendors who provide comprehensive computer-based General Compliance Training, HHSA's Compliance Officer concluded Health Care Compliance Strategies, Inc. (HCCS) has the most comprehensive training module designed which would require minimal customization. HCCS' system will additionally provide HHSA with reports that will enable the Compliance Officer to reconcile training records to ensure that all staff is trained annually. On the other hand, the other major vendor's lease terms would require the County to do most of the needed customization to its system, and additionally charge more for their training module and support services. After HHSA contacted other California agencies currently using HCCS' General Compliance Training system to determine if the training module met their needs, it was determined that the HCCS training module would best meet the needs of Napa County's HHSA.

A Purchasing Agent contract was then presented to, and executed by, the County Executive Officer/Purchasing Agent to provide HHSA with HCCS' computer-based General Compliance Training module. Since the contract is for the lease (license) of personal property -- the software program --and not a contract for services, the contract does not need Board approval. This report is being made to the Board today, in accordance with Napa County Code Section 2.36.090. This Code Section states that when the Purchasing Agent "purchases any individual item (as distinct from the total contract) costing more than ten thousand dollars without securing competitive bids or quotations thereon, he shall report such action to the board of supervisors with his reasons therefor."

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman