



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/8/2014

Agenda Placement: 7B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for HOWARD HIMES - Director
Health & Human Services Fiscal
REPORT BY: Shelli Brobst, Contracts Analyst - 253-4720
SUBJECT: Agreement with Bitfocus, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chairman to sign an Agreement with Bitfocus, Inc., for a maximum of \$99,890 for the term April 8, 2014 through April 7, 2015, with a provision for annual renewal, to provide hosting and training services for a Homeless Management Information System as required by the U.S. Department of Housing and Urban Development regulations.

EXECUTIVE SUMMARY

Approval of the recommended action will enable the County's Health and Human Services Agency to purchase software for the Homeless Management Information System (HMIS). The software will be used by local non-profits and county staff who provide services to homeless clients.

Bitfocus, Inc. is not a local provider.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Operations
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is discretionary in that there is no requirement to contract with

	Bitfocus, Inc.
Is the general fund affected?	No
Future fiscal impact:	Agreement will be budgeted in the Health & Human Services Operations budget for future fiscal years.
Consequences if not approved:	If the contract is not approved we will be out of compliance with Federal law and ineligible for grant funds. Staff will be unable to effectively support the HMIS system for HUD requirements, and will be unable to respond to HUD audit concerns and HUD queries regarding HMIS data quality. These issues would jeopardize the Agency's ability to obtain HUD and other grant funds.
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

Napa County Health and Human Services Agency (HHSA), as well as a variety of local non-profit organizations, receive U.S. Department of Housing and Urban Development (HUD) grant funds each year. Several years ago HHSA migrated to a new Homeless Management Information System (HMIS) called Service Point. The Service Point web based system is now outdated and not user friendly.

HHSA issued an Request for Proposals and made the decision to contract with a web based system from Bitfocus. Bitfocus is a nationally recognized expert in HMIS policies and technical support. This contract will allow HHSA staff to continue to assist local non-profits in strengthening our HMIS processes and system.

Bitfocus, Inc. is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins