



APPROVAL REQUEST FOR A BEYOND 5 YEAR CONTRACT TERM

Date of Submission:	05/13/21
<p>For Professional Services submit document via SAP Requisition to Buyer Code: OCC</p> <p>For Goods & Related Services refer to Contact and Commodity Assignment List for buyer code guidance.</p>	

SECTION I			
Service Agreement Number:	4300013330		
Contractor/Consultant:	BitFocus, Inc.		
Current Contract Start Date:	7/1/2016	Current Contract End Date:	6/30/2021
Total Current Value of the Service Agreement:	\$ 1,267,900.00	Budget Unit #:	0168
Description of Service:	Establish role, rights, and responsibilities related to the Homeless Management Information System (HMIS) services.		
User Agency/Department(s):	Office of Supportive Housing		
Requesting Agency/Department Contract Manager/Coordinator	Name:	Emee Banico	
	Phone:	408-343-9017	
	Email:	emee.banico@ceo.sccgov.org	

Considered: 06/22/2021

SECTION II	
Recommended # of Months Extension:	12
Recommended End Date:	6/31/2022
Recommended Additional Amount:	\$363,744
Recommended Total Value of the Service Agreement:	\$1,631,644

SECTION III	
Mark appropriate box for Contract's Signature Authority	
<input checked="" type="radio"/>	Board of Supervisors
<input type="radio"/>	Delegated to Department Head or designee
<input type="radio"/>	Director of Procurement



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SECTION IV

Pursuant to Board Policy 5.4.5.4, **EXCEPTIONS** to the maximum 5-year term limit for Professional Services are listed below. Select the appropriate exception(s).

<input type="radio"/>	(1) When the funding source for a contract provides that the contract term must exceed five years. Such funding sources may include the State or Federal government or an outside funding source (private or foundation grant).
<input type="radio"/>	(2) When the County "piggybacks" on another jurisdiction's contract that is more than five years or that is subsequently extended for more than the initial five-year term.
<input type="radio"/>	(3) When a specific law, code or regulation requires that a particular type of contract include certain contract terms(s) that exceed 5 years. Please provide a specific citation below.
<input type="radio"/>	(4) Contracts for goods, which includes equipment, that have a lifespan that exceeds five years and the benefits to the County of exceeding a five-year term outweigh the benefits of creating and executing a new contract after five years
<input type="radio"/>	(5) Contracts for technology software or hardware that have a lifespan exceeding five years and the benefits to the County of exceeding a five-year term outweigh the benefits of creating and executing a new contract after five years
<input type="radio"/>	(6) Proprietary maintenance contracts.
<input type="radio"/>	(7) Contracts for project-specific professional services where the length of the project is expected to exceed five years.
<input type="radio"/>	(8) Revenue contracts.
<input type="radio"/>	(9) Contracts with other governmental entities.
<input checked="" type="radio"/>	(10) When an Agency/Department is otherwise able to justify that it is in the County's best interest to exceed the maximum 5-year term requirement. For example, an Agency/Department is able to demonstrate that the financial and/or programmatic impact on the County would be significant if the contract term does not exceed the maximum 5-year term requirement [Specific rationale must be provided in Section V, below].

SECTION IV continued

Provide BRIEF but CONCISE details to validate the EXCEPTION(S) selected above

The U.S. Department of Housing and Urban Development (HUD) granted funds to the County of Santa Clara to address homelessness. As one of the conditions to receive the funds, the County must maintain a local information technology system.

The County of Santa Clara, through the Office of Supportive Housing (OSH), contracted BitFocus, Inc. to implement and maintain the "software as a service" (SaaS) aspect of the County's the Homeless Information Management System (HMIS) in 2016 which was extended for four (4) more terms. This allowed for end users to access the Client Service and Management Systems of HMIS.

This Request for extension will continue the same benefits and will allow the Office of the County Executive to issue a competitive solicitation for these services in the first quarter of FY22 if the need for these services is determined through market research and assessment and funds are identified and available for future fiscal years. Through the Voluntary Vendor Cost Reduction Initiative (VVCRI), the Contractor has agreed to a 10% cost reduction in the FY 21-22 SaaS Amendment to its Agreement in exchange for a one-year extension and the County's Chief Procurement Officer has reviewed and approved Contractor's participation in the VVCRI.



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SECTION V

If relying upon Exception (10), the OCCM or the Director of Procurement, as applicable, has discretion to approve a contract term for more than five years. Provide a narrative explanation below:

A. BACKGROUND (Describe the good or service procured)

The U.S. Government requires communities receiving federal funds for homeless services from HUD—specifically Continuum of Care and Emergency Solutions Grant programs—to use a Homeless Management Information System (HMIS) to collect information about homelessness in their community. An HMIS is a computerized information system designed to capture uniform information over time. The goal of such systems is that homeless individuals who receive assistance benefit from improved coordination, informed advocacy efforts, and policies that result in targeted services. In addition to HUD, other federal agencies, including the VA and HHS, require the use of a CoC's HMIS for its homeless assistance programs.

Government and nonprofit organizations in Santa Clara County receive approximately \$20 million annually from the CoC and ESG programs, and millions more from other federal programs. The community's use of HMIS has impact on its score in the annual competition for HUD CoC Program funds, as well as in the community's ability to submit the annual assessment and homeless census reports that influence the amount of federal funds dedicated to communities. Data quality and system coverage (the number of housing programs reporting data in HMIS) are two of the key areas by which the community's use of HMIS is evaluated.

The OSH is the Santa Clara County Continuum of Care's (CoC) HMIS Lead agency. As such, the OSH is responsible for implementing an HMIS on behalf of the CoC, which includes providing a single software implementation for the CoC and providing System Administration services.

B. CONTRACT HISTORY, if applicable. (How was the contract awarded? What were the events that occurred prior to the end of the contract term?)



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The County first contracted with Bitfocus for System Administration services in 2015 under a sole source exception following the resignation of the community's prior HMIS System Administrator.

In 2016, the County conducted a competitive procurement process for HMIS System Administration services and selected Bitfocus to provide the requested services. The initial agreement was entered into for the period of July 1, 2016 through June 30, 2017.

In 2017, the County first amended the agreement with Bitfocus to accommodate more users in the HMIS system increasing the limit from 500 to 600 users. The Board of Supervisors approved the first amendment to the agreement with Bitfocus on June 20, 2017 (Item No. 91). The Second Amendment was approved on 05/08/2018 through a delegation of contracting authority to implement the Master Contract List (MCL) for Fiscal Year 18-19 (Exhibit 3581) and the Third Amendment was approved by the BOS on 09/24/2019. The Fourth Amendment was approved on 05/05/2020 through a delegation of contracting authority to implement the Master Contract List (MCL) for Fiscal Year 20-21 (Exhibit 11345).



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C. REASONS FOR CONTRACT TERM EXTENSION

The County of Santa Clara contracted BitFocus, Inc. to implement and maintain the "software as a service" (SaaS) aspect of the County's the Homeless Information Management System (HMIS) in 2016 which was extended for four (4) more terms. This allowed for end users to access the Client Service and Management Systems of HMIS.

This Request for extension will continue the same benefits and will allow the Office of the County Executive to issue a competitive solicitation for these services in the first quarter of FY22 if the need for these services is determined through market research and assessment and funds are identified and available for future fiscal years. OSH is restructuring the HMIS administration work and rethinking the services they want to include in the RFP. With the pandemic, staff did not have the resources and time to devote to it. At the time OSH would have had to release the RFP, the OSH HMIS manager was still primarily devoted to COVID-response (deployed as a DSW).

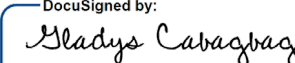
D. RECOMMENDATION PLAN TO CURE ISSUE(S) (If applicable)

The Office of the County Executive will issue a competitive solicitation for these services in the first quarter of FY22 if the need for these services is determined through market research and assessment and funds are identified and available for future fiscal years.

SECTION VI

Requesting Agency/Department Contracts Manager:

Print Name: Gladys Cabagbag

Signature: DocuSigned by:


Phone: 669-272-5562

Email: gladys.cabagbag@ceo.sccgov.org

Requesting Agency/Department Director:

Print Name: Consuelo Hernandez

Signature: DocuSigned by:


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SECTION VII

Decision and Required Steps Following Decision (to be completed by OCCM or Procurement)

<input checked="" type="radio"/>	Approved	<input checked="" type="radio"/>	Attach to Legislative File
		<input type="radio"/>	Attach to Delegation of Authority Coversheet
		<input type="radio"/>	Attach to Service Agreement Checklist
<input type="radio"/>	Approved with Conditions	Comments:	
<input type="radio"/>	Returned for Possible Reconsideration	Comments:	
<input type="radio"/>	Denied	Comments:	

SECTION VIII

Office of Countywide Contracting Management/Procurement Department Signature

<p>DocuSigned by:  C685F692AC71492...</p>	<p>Date 6/9/2021</p>
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