

**SUBMITTAL TO THE BOARD OF DIRECTORS
IN HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

964



FROM: DEPARTMENT OF PUBLIC SOCIAL SERVICES

SUBMITTAL DATE:
January 15, 2008

SUBJECT: Contract Agreement #AP 3670-00 with RTZ Associates, Inc.

RECOMMENDED MOTION: That the Board of Supervisors approve and:

1. Authorize the Chairman of the Board to sign the attached Agreement #AP 3670-00, between RTZ Associates, Inc. and the Department of Public Social Services (DPSS) to provide a software program that manages the health benefits of In-Home Supportive Services (IHSS) Home Care Workers for the period February 1, 2008 through January 31, 2009 in an amount not to exceed \$36,000;
2. Authorize the Purchasing Agent to sign any future ministerial amendments and renewal options for an amount not to exceed the contract maximum; and
3. Authorize the Director of DPSS to administer the program.

(CONTINUED – 2 PAGES IN TOTAL)

Susan Loew

Susan Loew, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 36,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 8,683.20	Budget Adjustment:	No
	Annual Net County Cost:	\$ 8,683.20	For Fiscal Year:	2007/2008

SOURCE OF FUNDS: Federal – 37.3%, State-38.58%, County-24.12%	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Courmoyer*
Debra Courmoyer

County Executive Office Signature

Dept't Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy
 FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* DATE: *[Date]*
 LARRY M. KRIBNIS
 County Counsel
 Departmental Concurrence
 Mark Seifer, Assistant Director
 County Purchasing Department

Prev. Agn. Ref.:

District: All

Agenda Number:

7.2

TO: BOARD OF SUPERVISORS

DATE: 01/15/08

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SUBJECT: Contract Agreement #AP 3670-00 with RTZ Associates, Inc.

BACKGROUND:

The implementation of Assembly Bill 1682 (Chapter 90, Statutes of 1999) mandated that counties form an employer of record for independent providers (IP) of In-Home Supportive Services (IHSS).

As required by the statutes, the County of Riverside Board of Supervisors created, through County Ordinance 809, an advisory committee to review the various options for establishing an employer of record, and on June 11, 2002 (Agenda #3.15), approved County Ordinance 819 creating the Riverside County In-Home Supportive Services Public Authority to act as the employer of record for IHSS providers.

In December 2003, the IHSS PA's Board of Directors approved an MOU mandating health benefits for eligible independent providers. Riverside County DPSS contracted with RTZ Associates, Inc. to provide "HOMCare-FDS software", an automated system to track and monitor IHSS provider benefits. The current contract with RTZ associates was established in 2004 and will terminate on January 31, 2008.

On September 18, 2007, the Purchasing Department issued a Request for Proposal (RFP # DPARC-077) for IHSS Health Benefits Software. An invitation to bid was advertised on the Riverside County Purchasing website and was mailed to 10 customizable software companies. RTZ Associates, Inc. was the only respondent to the bid request. The evaluation team scored the single proposal at 40.6, out of a score range of 0-50. The evaluation team made up of IHSS PA and DPSS IT staff thoroughly reviewed the contents of the proposal. RTZ Associates, Inc. was found to be responsive and responsible.

The annual cost of \$36,000 is believed to be reasonable. Application service provider (ASP) fees are all inclusive and cover costs associated with remotely hosting the application in a redundant, secure, HIPAA-compliant environment. Their web hosting/lease fee of \$12,000 per year includes all licenses for up to 15 concurrent users, and minor system enhancements or customizations to accommodate programmatic changes. The Technical Support Fee of \$15,000 per year covers costs associated with determining health benefits eligibility. The additional fee of \$9,000 will cover the assembly and mailing of status notifications to providers on behalf of the Riverside County IHSS Public Authority.

Since the HOMCare-FDS software application is already used by the Riverside County IHSS Public Authority, no conversions of historical data are necessary. Other benefit programs (such as dental and/or vision benefits) that use the same eligibility criteria will be processed, at no additional charge.

Therefore, the Director of DPSS requests that the Board approve and execute the attached Agreement # AP 3670-00 between Riverside County Department of Public Social Services (DPSS) and RTZ Associates, Inc.

FINANCIAL DATA: Federal-37.3%, State-38.58%, County-24.12%

CONCUR/EXECUTE – County Purchasing