

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

985



FROM: Department of Mental Health

SUBMITTAL DATE:

January 16, 2009

SUBJECT: Approve the Agreement Amendment with Hilary R. Hamlin, Consultant

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve the Agreement Amendment with Hilary R. Hamlin, Consultant;
2. Authorize the Chairman of the Board of Supervisors to sign the Agreement Amendment with Hilary R. Hamlin, Consultant for a total amount of \$50,000 for FY 08/09; and
3. Authorize the Riverside County Purchasing Agent to renew the Agreement as a sole source procurement through June 30, 2011.

BACKGROUND: In FY 08/09, the Riverside County Purchasing Agent, on behalf of the Department of Mental Health (DOMH), entered into a Professional Services Agreement with Hilary R. Hamlin, Consultant in the amount of \$25,000 to provide strategic and proprietary workflow analysis and documentation consultation services. Due to unforeseen additions to the workflow schematic and because of subsequent required diagramming, the DOMH is requesting that the Board of Supervisors sign the Agreement Amendment between Hilary R. Hamlin, Consultant and the DOMH that increases the FY 08/09 contract amount from \$25,000 to \$50,000.

(Continued on page 2)

JW:BL

Jerry Wengerd
Jerry Wengerd, Director
Department of Mental Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 50,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NA
	Annual Net County Cost:	\$ 0	For Fiscal Year:	08/09

SOURCE OF FUNDS: 100% MHSA

Positions To Be Deleted Per A-30
Requires 4/5 Vote

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: *Debra Cournoyer*
Debra Cournoyer

FORM APPROVED COUNTY COUNSEL
BY: *Larisa R-Mckenna*
DATE: 1/14/09

Purchasing: *Mark Seiler*
Mark Seiler, Assistant Director

Policy Policy
Consent Consent

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: District: ALL Agenda Number:

ATTACHMENTS FILED WITH
THE CLERK OF THE BOARD

3.48

SUBJECT: Ratify the Agreement Amendment with Hilary R. Hamlin, Consultant

BACKGROUND (continued):

The contract increase will allow the Consultant to complete the additional diagrams as required by the new system implementation team, as well as create a new system workflow and work with the new Behavioral Health Information System (BHIS) vendor.

The workflow analysis conducted by Hilary R. Hamlin will document the DOMH's current workflow processes, and will reveal the department's current system limitations. The desired outcome is to design a workflow protocol that will adequately equip the system implementation team for planning and developing tasks for the new BHIS. The deliverables will consist of a clear and comprehensive workflow analysis that will feature the current system design and a comparison of the new BHIS functions and design. Hilary R. Hamlin will help the DOMH to clearly identify and prioritize the department's requirements, goals and objectives for the new BHIS.

Hilary R. Hamlin has over twenty-five years of experience in Behavioral Health as a Manager, Consultant, Project Director, and Marketing Director. She has worked with State, County and non-profit agencies, and has extensive knowledge in the implementation of information systems.

PERIOD OF PERFORMANCE:

This Agreement Amendment is effective commencing January 1, 2009 and will continue through June 30, 2009, with the option to renew annually through June 30, 2011, if deemed necessary by the DOMH and upon the availability of applicable State funds.

FINANCIAL IMPACT:

This Agreement Amendment will increase the FY 08/09 Agreement with Hilary R. Hamlin from \$25,000 to \$50,000. Funding for these consultation services is 100% MHSA funded and does not require additional County funds.

PRICE REASONABLENESS:

Two proposals were received for the same scope of work at the same cost. Hilary R. Hamlin's proposal was chosen due to the immense clarity in presenting the requirements, goals and objectives. Hilary R. Hamlin provides unique and proprietary system consultation services that expressly communicates the level of expertise required for the fulfillment of the department's objectives in this area.