

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



**ITEM: 3.14**  
**(ID # 14966)**

**MEETING DATE:**  
Tuesday, May 11, 2021

**FROM:** HOUSING, HOMELESSNESS PREVENTION AND WORKFORCE SOLUTIONS:

**SUBJECT:** HOUSING, HOMELESSNESS PREVENTION AND WORKFORCE SOLUTIONS:  
Approve Amendment #1 to Agreement HHPWSCoC-0000033 with Bitfocus, Inc. for Homeless Management Information System Services; All Districts. [\$76,465. - 100% Federal Funding]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve Amendment #1 to Agreement HHPWSCoC-0000033 with Bitfocus, Inc., for Homeless Management Information System and Related Professional Services increasing the funding by \$76,465 for a total aggregate amount of \$714,935, and authorize the Chair of the Board to execute the amendment on behalf of the County; and
2. Authorize the Director of Housing, Homelessness Prevention and Workforce Solutions, or designee, to take all steps necessary to administer and implement the amendment, including but not limited to, negotiating, approving, and executing subsequent essential and relevant documents that conform to the intent of the agreement, provided that the total compensation amount is not exceeded, subject to County Counsel approval as to form.

**ACTION:** Policy

  
Heidi Marshall, Director 4/23/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Hewitt, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt  
Nays: None  
Absent: None  
Date: May 11, 2021  
xc: HHPWS

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$12,385	\$16,020	\$76,465	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Federal Funding – 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 20/21-24/25	

**C.E.O. RECOMMENDATION:** Approve.

**BACKGROUND:**

**Summary**

Adoption of a Homeless Management Information System (HMIS) is required by the U.S. Department of Housing and Urban Development (HUD), as a condition of receiving McKinney-Vento Homeless Assistance Funds, the primary source of funding for homeless related programs in Riverside County. The Department of Housing, Homelessness Prevention and Workforce Solutions (HHPWS) is the HUD grantee responsible for administering HMIS for the Riverside County Continuum of Care (CoC) and the HMIS Lead Organization. HHPWS has the “responsibility to establish, support and manage HMIS in a manner that will meet HUD’s standards for data quality, privacy, security and other requirements for organizations participating in HMIS”.

The HMIS is a local information technology system used to collect client-level data on the provision of housing and services to individuals and families experiencing or at risk of homelessness. Each CoC is responsible for selecting an HMIS software solution that complies with HUD’s data collection, management, and reporting standards.

On December 15, 2020, the Board of Supervisors approved agreement HHPWSCoC-0000033 with Bitfocus, Inc., for HMIS and Related Professional Services for a total aggregate amount of \$638,470 for five years from January 1, 2021 through June 30, 2025. The Agreement designated BitFocus as the new HMIS vendor for Riverside County and increased the level of case management functionalities. The new system also incorporates the Coordinated Entry System (CES) into HMIS seamlessly, which allows for direct referrals from the Homeless By-Name list and bed vacancies for various housing projects to be tracked and filled at a more efficient rate. This Amendment, once approved, will increase the quantity of Enterprise User Licenses and Licensing Agencies. There is also a one-time License Activation Enterprise fee of \$4,375 to cover the additional increases to user and agency licenses. This request of increase in the number of user and agency licenses, is due to the nontransferable nature of the new vendor licenses and unexpected increase of HMIS participating agencies.

**Impact on Residents and Businesses**

This program will provide data to assist the Department of HHPWS in developing and targeting programs for homeless individuals and families in Riverside County.

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**Additional Fiscal Information**

<b>Fiscal Year</b>	<b>Cost</b>
FY 20/21	\$176,615
FY 21/22	\$134,580
FY 22/23	\$134,580
FY 23/24	\$134,580
FY 24/25	\$134,580
<b>Total</b>	<b>\$714,935</b>

**Contract History and Price Reasonableness**

Before the transition from the Riverside County Department of Public Social Services (DPSS) to HHPWS, the CoC CORE (Coordination Oversight, Reporting and Evaluation) released a Request for Proposal (RFP) for HMIS on May 24, 2018. The RFP was advertised on the DPSS Homeless Programs website and was sent to all the CoC Community Partners. The bid closed on July 6, 2018. Three Bids were received and, after careful evaluation, Bitfocus, Inc. was selected.

**ATTACHMENTS:**

- Amendment #1 to Agreement HHPWSCoC-0000033

HM:CH:TT:cg

Prev.Agn.Ref.: (12/15/2020 3.14)

  
Steven Atkeson 5/3/2021   
Gregory L. Priamos, Director County Counsel 4/28/2021



HOUSING, HOMELESSNESS PREVENTION and WORKFORCE SOLUTIONS  
AMENDMENT # 1  
Bitfocus, Inc.  
Homeless Management Information System  
HHPWSCoC-0000033

This Amendment # 1 to Agreement HHPWSCoC-0000033 for the Homeless Management Information System (herein referred to as "Amendment # 1") is made and entered into by and between Bitfocus, Inc., a Nevada corporation, (herein referred to as "CONTRACTOR") and the County of Riverside, a political subdivision of the State of California, on behalf of Housing, Homelessness Prevention and Workforce Solutions (herein referred to as "COUNTY").

WHEREAS, COUNTY and SUBRECIPIENT entered into that certain HHPWSCoC-0000033 Agreement for the Homeless Management Information System, executed December 15, 2020 and effective January 1, 2021, (herein referred to as "Agreement"); and

WHEREAS, the parties now desire to amend o amend the following sections to the Agreement.

NOW THEREFORE, the parties agree as follows:

1. Add the following language and renumber the remaining clauses subsequently:

"43. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code."

2. Amend Schedule A (Schedule, Terms, and Method of Payment, section A.1 MAXIMUM AMOUNT-ANNUAL AND AGGREGATE TOTALS as follows:

A.1 MAXIMUM AMOUNTS –ANNUAL AND AGGREGATE TOTALS  
The total annual payments to CONTRACTOR shall not exceed:

FISCAL YEAR PERIOD	ANNUAL PAYMENT
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January 1, 2021 through June 30, 2021	\$176,615
July 1, 2021 through June 30, 2022	\$134,580
July 1, 2022 through June 30, 2023	\$134,580
July 1, 2023 through June 30, 2024	\$134,580
July 1, 2024 through June 30, 2025	\$134,580
<b>Total</b>	<b>\$714,935</b>

3. Amend Schedule A (Schedule, Terms, and Method of Payment, section A.2 Fee Schedule as follows:

A.2 Fee Schedule

Item	Description	Quantity	Unit Price	Total
Platform License; Clarity Human Services Community Edition		1	\$7,200/ year	\$0.00 /year After \$7,200 discount
Licensing: Enterprise User	\$35.00/Enterprise User monthly fee after 46.15% volume discount applied (\$65/Enterprise User standard rate)	275	\$420 / year	\$115,500/year After \$90,000 discount
Donated Enterprise User Licenses	Bitfocus Foundation to support the proposed transition.	25	\$420/ year	\$0.00 After \$10,500 discount
Licensing: Administrator User		4	\$1,800/year	\$7,200/year
Add-On: Data Analysis (Embedded)	\$10/license monthly fee for 28 Embedded Data Analysis licenses (i.e., Unit)	28	\$120/year	\$3,360/year
Licensing: Agency	\$10/agency monthly fee for 70 agencies (i.e., Units)	70	\$120/year	\$5,520/year After \$2,880 discount
License Activation: Enterprise		275	\$175	\$48,125
Donated License Activation: Enterprise	Bitfocus Foundation to support the proposed transition.	25	\$175	\$0.00 after \$4,375 discount
License Activation: Administrator		4	\$300	\$1,200
Training Site License		1	\$3,000/year	\$3,000/year
Implementation and Configuration		1	\$20,000	\$20,000
Data Import from Legacy System		1	\$40,000	\$40,000
Annual Subtotal				\$134,580 (\$11,215 per month)
One-time subtotal				\$109,325
<b>Aggregate Amount</b>				<b>\$243,905</b>



4. Amend Schedule A (Schedule, Terms, and Method of Payment, section A.3 Fee Schedule (Additional User License) to add "Agency" to the fee schedule, as follows:

**Fee Schedule (Additional User License)**

Additional user licenses may be added via the application interface or by contacting Bitfocus. Additional licenses will be invoiced monthly according to the fee schedule below:

Additional Enterprise User License	Description	Quantity	Unit Price
Licensing: Enterprise User	35.00/Enterprise User monthly fee after 46.15% volume discount applied (\$65/Enterprise User standard rate)	251-350	\$420/year
Licensing: Agency	\$10/agency monthly fee for 70 agencies (i.e., Units)	70	\$120/year

5. Add the following language:  
 "A.7 BUDGET AMENDMENTS  
 SUBRECIPIENT shall make no changes to the budget without first obtaining written approval from the COUNTY. Any budget amendments must be requested by the SUBRECIPIENT in writing."
6. **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect.
7. **Effective Date.** This Amendment # 1 to the Agreement shall become effective upon signature of both parties.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment # 1.

COUNTY OF RIVERSIDE, a political subdivision of the state of California

BITFOCUS, INC., a Nevada corporation

*Karen S. Spiegel*

*Jeffrey Ugai*

Karen Spiegel  
 Chair of the Board of Supervisors

Jeffrey Ugai  
 Chief Operating Officer

05.11.2021  
 Date

March 31, 2021  
 Date

FORM APPROVED COUNTY COUNSEL  
 BY: Lisa Sanchez 4/07/2021  
 LISA SANCHEZ DATE

ATTEST:  
 KECIA R. HARPER, Clerk  
 By *[Signature]*  
 DEPUTY