

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



ITEM: 3.8
(ID # 17196)

MEETING DATE:

Tuesday, November 16, 2021

FROM : HOUSING AND WORKFORCE SOLUTIONS:

SUBJECT: HOUSING, HOMELESSNESS PREVENTION AND WORKFORCE SOLUTIONS:
Ratify and Approve Amendment #2 to Agreement HHPWSCoC-0000033 with Bitfocus, Inc. for Homeless Management Information System Services, effective May 12, 2021; All Districts. [\$97,400; up to \$162,467 in additional compensation - 100% Federal Funding]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Amendment #2 to Agreement HHPWSCoC-0000033 with Bitfocus, Inc., for Homeless Management Information System and Related Professional Services increasing the funding by \$97,400.00 for a total aggregate amount of \$812,335.00, 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, based on the availability of fiscal funding and as approved as to form by County Counsel to: a) sign amendments that make modifications to the statement of work that stay within the intent of the agreement; and b) sign amendments to the compensation provisions that do not exceed the sum total of twenty percent (20%) of the total aggregate cost of the agreement.

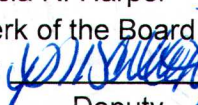
ACTION:Policy


Heidi Marshall, Director 10/29/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez 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: November 16, 2021
xc: HHPWS

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$92,000	\$1,800	\$97,400	\$ 0
NET COUNTY COST	\$ 0	\$0	\$ 0	\$ 0
SOURCE OF FUNDS: Federal Funding – 100%			Budget Adjustment:	No
			For Fiscal Year: FY 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 Continuum of Care 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”.

HMIS is a local information technology system used to collect client-level data, program enrollments, service provision and program outcomes for homeless/at-risk individuals. Each Continuum of Care 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 a Homeless Management Information System and Related Professional Services for a total aggregate amount of \$638,470 for five years from January 1, 2021 through June 30, 2025. On May 11, 2021, Amendment #1 was approved by the Board of Supervisors to increase funding by \$76,465 for a total aggregate amount of \$714,935 to increase the number of user and agency licenses needed to support contracted providers who utilize HMIS on a day-to-day basis. These increases resulted in the following: the number of enterprise user licenses (including activation fees) were increased by 25 and agency licenses by 46.

In the last five months, HHPWS has received increases in funding to support homeless service projects inclusive of street outreach, rental assistance, and emergency shelter services requiring additional HMIS data reporting. In response to this, Amendment #2 increases the number of enterprise user licenses by 150, agency licenses by 50, system administrator licenses by one (1). These additional licenses will support 35 new projects which were funded by various recovery act programs to address homelessness during the pandemic and will facilitate appropriate reporting and outcome tracking required by (HUD). In addition to the increased licenses, the department has included HMIS Clarity General Training, dataset review,

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

preparation for script, and running of script to update records. The County uses this data to produce reports on clients' characteristics, use of services, and outcomes which inform program, agency, and communitywide planning, amendment #2 will be effective May 12, 2021.

Service Description	COST
Add 50 Agency Licenses, 150 Enterprise Users and 150 License Activation 150	\$83,750
Add 1 System Admin license and 1 License activation fee	\$2,100
Data Set Review and Analysis (Data analysis review document)	\$3,000
User access to General Training, Analytics access for one user	\$3,150
Preparation for Script, Running of Script to Update Records	\$0
Total	\$92,000

Impact on Residents and Businesses

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

Additional Fiscal Information

Fiscal Year	Cost
FY 20/21	\$176,615
FY 21/22	\$226,580
FY 22/23	\$136,380
FY 23/24	\$136,380
FY 24/25	\$136,380
Total	\$812,335

Contract History and Price Reasonableness

Before the transition from the Riverside County Department of Public Social Services (DPSS) to HHPWS, the Continuum of Care (CoC) CORE (Coordination Oversight, Reporting and Evaluation) released a Request for Proposal (RFP) for a Homeless Management Information System 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 #2 to Agreement HHPWSCoC-0000033

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

HM:CH:TT:cg

Prev.Agn.Ref: (12/15/2020 3.14) (05/11/2021 3.14)


Brianna Lontajo, Principal Management Analyst

11/9/2021


Gregory V. Priamos, Director County Counsel

11/3/2021

HOUSING, HOMELESSNESS PREVENTION and WORKFORCE SOLUTIONS
AMENDMENT #2
Bitfocus, Inc.
Homeless Management Information System
HHPWSCoC-0000033

This Amendment #2 to Agreement HHPWSCoC-0000033 for the Homeless Management Information System (herein referred to as "Amendment # 2") 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, COUNTY and SUBRECIPIENT entered into that certain Amendment #1 to Agreement HHPWSCoC-0000033 for the Homeless Management Information System, effective May 11, 2021, to increase and modify the payment provisions; and

WHEREAS, the parties now desire to amend the Agreement to further increase and modify the payment provisions under Schedule A.

NOW, THEREFORE, the parties agree as follows:

1. Amend Schedule A (Schedule, Terms, and Method of Payment), Section A.1 MAXIMUM AMOUNTS-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
January 1, 2021 through June 30, 2021	\$176,615
July 1, 2021 through June 30, 2022	\$226,580
July 1, 2022 through June 30, 2023	\$136,380
July 1, 2023 through June 30, 2024	\$136,380
July 1, 2024 through June 30, 2025	\$136,380
Total	\$812,335

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

A.2 Fee Schedule

TABLE A From January 1, 2021 through June 30, 2025

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		5	\$1,800/year	\$9,000/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		5	\$300	\$1,500
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				\$136,380 (\$11,365 per month)
One-time subtotal				\$109,625
Aggregate Amount				\$246,005

3. Amend Schedule A (Schedule, Terms, and Method of Payment), Add Section A.3 Fee Schedule as follows:

TABLE B From September 1, 2021 through June 30, 2022

Item	Description	Quantity	Unit Price	Total
Licensing: Enterprise User	\$35.00/Enterprise User monthly fee after 46.15% volume discount applied (\$65/Enterprise User standard rate)	150	\$780 / year	\$57,500 After \$54,000 discount for 10 months
License Activation: Enterprise		150	\$175	\$26,250
Preparation for Script	Excel spreadsheet including impacted client record	1	\$1,500	\$0.00 After \$1,500 discount
Running of Script to Update Records	Correction of 42,000 records. Confirmation of accuracy.	1	\$1,500	\$0.00 After \$1,500 discount
General Access to General Training	\$3.50/user/month	150	\$3,150 / 6 month cost	\$3,150
Data Set Review and Analysis	Data analysis review of ClientTrack data. Review meeting	1	\$3,000	\$3,000
Annual Subtotal				\$63,650
One-time subtotal				\$26,250
Aggregate Amount				\$89,900

- Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect.
- Effective Date.** This Amendment #2 to the Agreement shall become effective 05/12/2021
- Electronic Signatures.** This Amendment 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 Amendment 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 Amendment. The parties further agree that the electronic signatures of the parties included in this Amendment 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.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment #2.

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

Karen S. Spiegel
Karen Spiegel
Chair of the Board of Supervisors

NOV 16 2021
Date

BITFOCUS, INC., a Nevada
corporation

Jeffrey Ugai
Jeffrey Ugai
Chief Operating Officer

November 2, 2021
Date

ATTEST:

KECIA R. HABPER, Clerk

By [Signature]
DEPUTY

FORM APPROVED COUNTY COUNSEL
BY: Synthia M. Gunzel 11/3/21
SYNTHIA M. GUNZEL DATE