



Health and Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: May 22, 2018

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

CONTACT PERSON: Dayna Wild PHONE: 624-8000

SUBJECT: Approval of an agreement with Agiloft, Inc.

REQUEST(S):

That the Board of Supervisors:

1. Approve an agreement with Agiloft, Inc. for the provision of contract management system software, effective upon Board signature and continuing for a one-year term, in an amount not to exceed \$65,000 for the purchase of a contract lifecycle management system; and
2. Authorize the Chairman of the Board to sign three (3) copies of the agreement.

SUMMARY:

The Tulare County Health and Human Services Agency (HHSA) executes hundreds of contracts each fiscal year to facilitate the provision of diverse services to the residents and employees of Tulare County. The Contracts unit, with departmental program staff, currently uses a variety of techniques to create, store, and manage vendor contacts, contract exhibits and related insurance records. These methods include tracking spreadsheets, database storage, and saving documents on computer drives and desktop folders. There is no centralized database, tracking system, or any automated processes. These practices are cumbersome, tedious, time-consuming and inefficient. The size and scope of the agency contracting process has outgrown these outdated techniques.

Agiloft Inc. is a trusted provider of business process software including a hosted contract lifecycle management system that combines all of the essential contract

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functions into one centralized system. It allows users to draft, modify, collaborate on, finalize, and store contracts and related records. The system provides a means for tasking and calendaring of events to identify important deadlines while saving staff time and reducing risk. The system is also customized to follow HHSA's business rules, streamline the approval process, and integrate contract information into existing business processes. It features a secure contract repository, automated document creation, and built-in electronic signature capability to minimize the time and expense of acquiring physical County Counsel approvals and vendor wet signatures. The system's audit and reporting capabilities will enhance meeting HHSA's compliance requirements and objectives.

The benefits achieved from utilizing a contracts management system include increased efficiency and collaboration, flexibility and security, establishment of automated best practices and procedures, and administrative control over the process from start to finish.

This software system is currently in use in San Mateo County where it was awarded the contract after a RFP process. This browser based SaaS system software has many unique features not included in most contract management systems including integrated e-signature functionality and a client/vendor portal which allows for direct communication with clients and vendors as well as file sharing and uploading capabilities. Agiloft, Inc. has been recommended as one of the most customizable, user-friendly systems and found to be the best fit for the agency following the testing of multiple systems during an extensive trial period. There are no additional annual maintenance fees as standard support and upgrades are included in the pricing.

The agreement has been approved as to form by County Counsel. The following terms deviate substantively from the standard County boilerplate: 1) The indemnification, termination and limitation of liabilities provisions are mutual; 2) There is a late fee provision; and 3) The agreement auto-renews each year until terminated.

FISCAL IMPACT/FINANCING:

Funding for this Agreement will not exceed \$65,000. The cost includes the annual subscription fee of \$18,411 and one-time implementation expenses that cover the design, test and implementation of the system in an amount not to exceed \$46,589. This amount of \$65,000 was included in the Fiscal Year 2017/18 budget, but we only anticipate incurring implementation costs not to exceed \$46,589 by the end of Fiscal Year 2017/18. The subscription fees of \$18,411 and any implementation costs not billed in Fiscal Year 2017/18 will be included in the 2018/19 budget. Subsequent subscription rates may increase annually but not for more than a 5% increase each year. There is no net County Cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:


This request furthers the Organizational Performance Initiative of the County's Strategic Plan to enhance the Agency's service quality through cost effective

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strategies. It embraces the County's commitment to continuous improvement, innovation and a can-do culture by providing needed technology and infrastructure to staff for better service delivery to both our internal and external customers through the most efficient operations.

ADMINISTRATIVE SIGN-OFF:



Jason Britt
Agency Director

cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) Agreement

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVAL OF
AN AGREEMENT WITH AGILOFT, INC.

)
) Resolution No. _____
) Agreement No. _____
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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