



**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: November 6, 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"/>
County Counsel Sign-Off	Yes	<input checked="" type="checkbox"/>	N/A	<input 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 amendment with Agiloft, Inc. for the provision of contract management software and a Business Associate Addendum

REQUEST(S):
That the Board of Supervisors:

1. Approve an amendment to Tulare County Agreement No. 28599 with Agiloft, Inc. for the provision of contract management system software, effective upon signatures by the Tulare County Board of Supervisors through May 22, 2019, in an amount not to exceed \$65,000 for the purchase of a contract lifecycle management system. The purpose of this amendment is to include Exhibit B as the Business Associate Addendum to this agreement; and
2. Authorize the Chairman of the Board to sign two (2) copies of the amendment and Business Associate Addendum.

SUMMARY:
The Tulare County Health and Human Services Agency (HHSA) has an existing agreement with Agiloft, Inc. for the provision of a Contracts Management System within the Agency. This has allowed the Agency to streamline the contracts review and approval process via a secure and robust centralized contracts repository with built in features such as automated document creation and notifications, vendor end user portal access, docketing and calendaring, and creation of reports. This provides for enhanced administrative control internally over the entire contracts process from initiation till completion. The purpose of this amendment is to include

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the Business Associate Addendum to be part of this agreement. In the existing contracts repository, there are specific invoices that contain HIPAA and PHI sensitive information. These being confidential in nature, through the inclusion of the Business Associate Addendum, will now allow the vendor access to those specific invoices to complete the data import from the existing contracts repository into Agiloft.

FISCAL IMPACT/FINANCING:

Funding for this agreement will not exceed \$65,000. This amount of \$65,000 was included in the Fiscal Year 2017/18 budget and the agreement was approved by the Tulare County Board of Supervisors on May 22, 2018. There is no additional cost with this amendment. 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 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:



Robert Stewart
Director of Fiscal Operations

cc: County Administrative Office

Attachment(s) Amendment

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

IN THE MATTER OF APPROVAL OF)
AN AMENDMENT WITH AGILOFT, INC.) Resolution No. _____
FOR THE PROVISION OF CONTRACT) Agreement No. _____
MANAGEMENT SOFTWARE AND A)
BUSINESS ASSOCIATE ADDENDUM)

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: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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2. Authorized the Chairman of the Board to sign two (2) copies of the amendment and Business Associate Addendum.