



Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org

Main: (707) 253-4580

Legislation Text

File #: 23-0176, **Version:** 1

TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director Health and Human Services Agency
REPORT BY: Summer Isham, Contracts Supervisor
SUBJECT: Amendment No. 1 to Agreement No. 200172B with SecureDocs, Inc.

RECOMMENDATION

Director of Health and Human Services Agency (HHSA) requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 200172B with SecureDocs, Inc., amending the term of the agreement to July 1, 2022 through June 30, 2025, with a contract maximum of \$12,000 per fiscal year, in order to provide a hosted software contract database and document storage.

EXECUTIVE SUMMARY

Approval of this amendment will allow HHSA to continue to utilize SecureDocs to securely and efficiently electronically store, manage and organize the Agency's contracts and related documents.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services, Administration
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There is no mandate to contract for these services, however contracting for these services will mitigate the risk of losing vital data.
Is the general fund affected?	No
Future fiscal impact:	Appropriations have been included in the approved Fiscal Year 2022-2023 budget and future fiscal years will be budgeted accordingly.

Consequences if not approved:	If this contract is not approved, HHSA would not have the necessary business continuity of a dedicated online contract storage system. Additionally, the ensured security of a protected database environment is necessary to safely and securely maintain HHSA's contract information.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

HHSA has contracted with SecureDocs since November 1, 2019. ContractWorks (the system supplied by SecureDocs) was implemented Agency-wide to organize and store all of HHSA's contracts, which is currently in excess of 400 active agreements, and related documents. Continuing to use ContractWorks is necessary in the interest of HHSA's business continuity, as it continues to build upon the contract document database that has been in place since 2019, as the repository for current and future contracts.

Using ContractWorks as the commercial contract database and secure electronic storage for all HHSA contracts and contract-related documents has made accessing up-to-date contract documents easier across HHSA Divisions, and allows for better ease of use and efficiency for all staff utilizing contract information.