



Legislation Text

File #: 20-690, Version: 1

Memorandum

Date: August 4, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Crystal Markytan, Social Services Director

Subject: Approve Contract between County of Lake and Fiscal Experts, Inc. for Time Study Buddy Services in the amount of \$33,120 per fiscal year for July 1, 2020 to June 30, 2023, and authorize the Chair to sign.

Executive Summary: (include fiscal and staffing impact narrative):

Social Services has contracted with Fiscal Experts, Inc. for a Web-Based Time Study Service since 2011. Time Study Buddy replaced the manual tracking previously used and allows for easy export of data to our state claiming systems. This Contract includes an increase in per employee cost for the first time in Contract history. Previously the fees were \$25 per employee, and this renewal increases the cost to \$30 per employee. This increase is viewed as reasonable, since it is the first of its kind. Subsequently, the total yearly Contract amount is increased by \$5,520, however, actual costs vary due to fluctuation of staff numbers.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$33,120 Amount Budgeted: 33,120 Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?
Reason for request to waive bid?

Recommended Action: Approve Contract between County of Lake and Fiscal Experts, Inc. for Time Study Buddy Services in the amount of \$33,120 per fiscal year for July 1, 2020 to June 30, 2023, and authorize the Chair to sign.

