



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: October 27, 2020

DATE: October 6, 2020

TO: Board of County Commissioners

FROM: Amber Howell, Director, Human Services Agency
ahowell@washoecounty.us; 775-785-8600

THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to approve a Master Consulting Software Agreement with Sivic Solutions Group to provide hosted support for automated IV-E claiming and random moment in time systems and technical assistance and strategic planning support for cost allocation plans within the Human Services Agency effective upon execution of the agreement and shall continue for a period of (2) years with an option to extend up to (3) additional one (1) year periods in a total amount not to exceed [\$1,469,531.00 (FY21 \$257,000; FY22 \$290,176; FY23 \$298,645; FY24 \$307,368; FY25 \$316,342)] ; and authorize the Purchasing and Contracts Manager to sign the Agreement. (All Commission Districts)

SUMMARY

The Agency recommends the Board approve a Master Consulting Software Agreement with Sivic Solutions Group to provide hosted support for automated IV-E claiming and random moment in time systems and technical assistance and strategic planning support for cost allocation plans within the Human Services Agency.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities

PREVIOUS ACTION

On February 12, 2019, Item #11, the Board approved an \$230,755 increase to Master Consulting Software Agreement with Sivic Solutions Group for a total contract cost of \$544,000 for hosting and technical support costs for automated IV-E claiming and random moment in time systems and technical assistance and strategic planning support for cost allocation plans within the Human Services Agency

On December 12, 2017, Item #11, the Board approved the Master Consulting Software Agreement with Sivic Solutions Group to provide hosted support for automated IV-E claiming and random moment in time systems and technical assistance and strategic

AGENDA ITEM # _____

planning support for cost allocation plans within the Human Services Agency in the amount of \$313,245.

BACKGROUND

The Human Services Agency (HSA) is tasked with providing services that ensure the safety, security and well-being of individuals of all ages throughout Washoe County. In doing so HSA receives funding from multiple agencies to support its efforts.

Upon Board approval of the Master Consulting Software Agreement on December 12, 2017 HSA began work with the Sivic Solutions Group (Sivic) to implement the random moment time study and cost allocation billing system.

In early 2018 HSA and Sivic staff developed the framework for the random moment in time study system and began training Children, Adult and Senior Services staff allowable activities. Simultaneously, staff and Sivic reviewed the cost allocation plans for Social Services (Children and Adult Services) and Senior Services to develop a single cost allocation plan for the Human Services Agency. Upon completion of these two tasks development of the cost allocation billing system began.

HSA went live with the random moment in time study program on July 1, 2018 which ran in tandem with the old system to verify the validity of the new systems as required under Title IV-E and Medicaid guidelines, implementing billings for Title IV-E and Medicaid Administrative Claiming for the entire Human Services Agency in December 2018.

FISCAL IMPACT

Funding for this project is included in the Agency's approved FY21 budget in the following funds:

Account Number	Description	Amount of Increase/(Decrease)
CC 210100 Indigent Fund -710100	Professional Services	\$ 77,100
CC 221400 Indigent Fund -710100	Professional Services	\$ 25,700
CC 280715 Child Welfare -710100	Professional Services	\$ 154,200
Total Budget Authority		\$ 257,000

Funding for FY22-FY25 will be included in the budgeting process for Fund 221 – Indigent and Fund 228 – CPS for each year.

RECOMMENDATION

Recommendation to approve a Master Consulting Software Agreement with Sivic Solutions Group to provide hosted support for automated IV-E claiming and random moment in time systems and technical assistance and strategic planning support for cost allocation plans within the Human Services Agency effective upon execution of the

agreement and shall continue for a period of (2) years with an option to extend up to (3) additional one (1) year periods in a total amount not to exceed [\$1,469,531.00 (FY21 \$257,000; FY22 \$290,176; FY23 \$298,645; FY24 \$307,368; FY25 \$316,342)] ; and authorize the Purchasing and Contracts Manager to sign the Agreement.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve a Master Consulting Software Agreement with Sivic Solutions Group to provide hosted support for automated IV-E claiming and random moment in time systems and technical assistance and strategic planning support for cost allocation plans within the Human Services Agency effective upon execution of the agreement and shall continue for a period of (2) years with an option to extend up to (3) additional one (1) year periods in a total amount not to exceed [\$1,469,531.00 (FY21 \$257,000; FY22 \$290,176; FY23 \$298,645; FY24 \$307,368; FY25 \$316,342)] ; and authorize the Purchasing and Contracts Manager to sign the Agreement."