



# COUNTY OF NEVADA HEALTH & HUMAN SERVICES AGENCY

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*Agency Director*  
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## NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

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**MEETING DATE:** February 27, 2018

**TO:** Board of Supervisors

**FROM:** **Michael Heggarty**

**SUBJECT:** Resolution approving execution of an Agreement with CobbleStone Systems Corp. for contract lifecycle management software licenses, maintenance, support, and implementation in the maximum amount of \$52,120.27, authorizing the Chair of the Board to execute the Agreement, and authorizing and directing the Auditor-Controller to amend the Purchasing Department's Budget for FY 2017/18.

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**RECOMMENDATION:** Adopt the attached Resolution.

**FUNDING:** Services are funded by general fund money from the Purchasing Department's FY 2017/18 budget and will be reimbursed from various County departments based on the amount each department is allotted to pay pursuant to this Agreement. A budget amendment is included and requires a 4/5<sup>th</sup> vote by the Board Members.

**BACKGROUND:**

Currently, each Nevada County department, office, or agency must rely on its own internal process for tracking and managing its contracts. These homegrown solutions lack consistency, collaboration, and auditability. Most departments manually track expenditure against contract amounts throughout the life of the contract, often resulting in duplicative efforts for staff. Nevada County currently manages around 600 contracts, and this number is expected to grow in future years.

This Agreement with CobbleStone Systems Corp. will implement the Contract Insight contract lifecycle management software. The contract will include 69 concurrent software licenses, implementation support, and staff training. The contract management software will improve and

standardize the authoring, monitoring, and tracking of contracts throughout the contract lifecycle. Additionally, the software will integrate with existing financial data to provide better visibility into key performance and financial indicators related to contracts, such as the percentage of contract spent to date.

This purchase has been reviewed and recommended for approval by the Information Systems Steering Board and the County's Chief Information Officer.

It is recommended that the Board of Supervisors approve this Agreement as it will enable all Nevada County Departments to utilize the Contract Insight contract lifecycle management software, which will streamline the contracting process, reduce contract management costs and enhance administration processes.

**Item Initiated by:**

Ryan Gruver, Health and Human Services Agency Chief  
Fiscal/Administrative Officer

**Item Approved by:**

Michael Heggarty, Health and Human Services Agency  
Director