

W.S.D.I.

**AGENDA COVER MEMO**

**AGENDA DATE:** August 17, 2011  
**TO:** Board of County Commissioners  
**DEPARTMENT:** Health & Human Services  
**PRESENTED BY:** Rob Rockstroh



**AGENDA TITLE:** ORDER \_\_\_\_\_ / IN THE MATTER OF APPROVING AWARD OF A PROFESSIONAL SERVICES CONTRACT WITH EUGENISYS IN THE AMOUNT OF \$124,800 FOR THE PERIOD SEPTEMBER 1, 2011 THROUGH AUGUST 31, 2014 FOR THE PROVISION OF INFORMATION SUPPORT SERVICES FOR THE ENVIRONMENTAL HEALTH PROGRAM OF LANE COUNTY PUBLIC HEALTH

**I. MOTION**

In the Matter of Approving Award of a Professional Services Contract with EugeniSys in the Amount of \$124,800 for the Period September 1, 2011 through August 31, 2014 for the Provision of Information Support Services for the Environmental Health Program of Lane County Public Health

**II. AGENDA ITEM SUMMARY**

The Board is being asked to award a professional services contract for a variety of professional information services encompassing – programming, software development, website maintenance and website marketing (search optimization) to support the Environmental Health Program of Public Health.

Health & Human Services (H&HS) released a Request for Proposals for Professional Services (RFPS) \* and conducted a competitive selection process which attracted only one response. A committee of three, representing the Environmental Health Program, County Information Services (IS) and H&HS/Administration, reviewed the submission and rated it as meeting the requirements.

\*copy available on request from H&HS/Administration.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

**i. Request for Proposals:**

H&HS RFPs 20481 was posted to the Lane County website and announced in the Register-Guard on May 27, 2011. Only one response was received, from EugeniSys.

**ii. Selection Committee:**

H&HS convened a three-person selection committee composed of:

- The Environmental Health Program Supervisor – Jeff Lang
- H&HS/Administration's Senior Management Analyst – Doug Daniell
- IS Applications' Computer Services Manager – Scott Byler

**iii. Selection Process:**

The three-person selection committee rated the sole proposal and the scores are attached, as well as the RFP and the bid recap sheet. The scores were sufficiently high to justify awarding the contract, without re-soliciting for more responses.

**B. Policy Issues**

Lane County has twenty-five intergovernmental agreements in place with other Oregon counties whose residents use the Environmental Health Program's (EHP) cloud-hosted, secure website (orfoodhandlers.com). Each foodhandler training and testing transaction costs Oregon residents ten dollars (\$10). Lane County retains two dollars (\$2) to maintain and market the website and remits the remaining funds to the county-of-residence of the on-line test taker. The revenue generated via this website has been beneficial to not only Lane County, but all of the participating counties.

The orfoodhandlers website permits for training/testing in Spanish and also recently added video clips, to enhance understanding of the food safety principles being taught.

**C. Board Goals**

Not applicable.

**D. Financial and/or Resource Considerations**

The EHP does not rely on County general funds to maintain the orfoodhandlers website, nor to pay for the other services foreseen under this agreement. All of the services under this agreement will be paid for by the revenue generated by the website or other services that may be developed under this contract.

Revenue from the website permitted the EHP to add an additional OA position in 2009, to handle the increased work in support of non-Lane County usage of the site.

One software application that may be launched under this agreement will permit Lane County Sanitarians to upload their restaurant inspections "from the field" to a cloud-hosted site. That website may also permit Lane County residents to check restaurant inspection reports, prior to deciding whether or not to visit an eatery.

**E. Analysis**

The EHP has done an excellent job of launching and maintaining a self-sustaining website that benefits many Oregon counties. Approval of this contract will ensure three more years of information support services to permit this website to continue and will also permit the EHP to seek out other ways of extending its online presence and the practicality of using cloud-based sites to support staff who work away from their County offices.

**F. Alternatives / Options**

1. Approve the award of a contract in the amount of \$124,800 to EugeniSys.
2. Disallow the contract award and instruct H&HS to issue a new solicitation.

**IV. TIMING/IMPLEMENTATION**

Health & Human Services will seek to put the agreement in place as quickly as possible.

Estimated contract dates are September 1, 2011 through August 31, 2014.

**V. RECOMMENDATION**

H&HS recommends Option 1, above.

**VI. FOLLOW-UP**

Health & Human Services will cancel the current website maintenance agreement, effective the starting date of the new agreement.

**VII. ATTACHMENTS**

Board Order  
RFP Recap score sheet and ratings

**BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**ORDER:** ) IN THE MATTER OF APPROVING AWARD OF A PROFESSIONAL  
) SERVICES CONTRACT WITH EUGENISYS IN THE AMOUNT OF  
) \$124,800 FOR THE PERIOD SEPTEMBER 1, 2011 THROUGH  
) AUGUST 31, 2014 FOR THE PROVISION OF INFORMATION  
) SUPPORT SERVICES FOR THE ENVIRONMENTAL HEALTH  
) PROGRAM OF LANE COUNTY PUBLIC HEALTH

WHEREAS, The Board of County Commissioners recognizes the ease of use and other benefits for County residents associated with maintaining on-line services, when possible; and

WHEREAS, the Environmental Health Program of Lane County Public Health operates a successful website that requires professional information technology services that can be cost-effectively provided independent of the County's IS Department; and

WHEREAS, The Department of Health & Human Services (H&HS) has conducted a competitive selection process via Request for Proposals for Professional Services Number 20481, issued on May 27, 2011; and

WHEREAS, The H&HS-convened selection committee has selected EugeniSys as meeting the needs outlined in the Request for Proposals for Professional Services; and

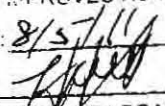
WHEREAS, H&HS has referred the EugeniSys proposal to the Board of County Commissioners for contract award;

NOW, THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners award a professional services contract in the amount of \$124,800 to EugeniSys for the period September 1, 2011 through August 31, 2014 for the provision of information support services, and it is

FURTHER ORDERED that the County Administrator be delegated authority to execute the resulting contract.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Faye Stewart, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM  
DATE 8/5/11  
  
OFFICE OF LEGAL COUNSEL

Attachment I  
BID/RFP COVER SHEET

1. Project Title: Programming and General Web Site and Technology Support & Services - Digital Environmental Health Program Services (Professional Services RFP - Indefinite Quantity)

Department: H&HS (#20481) Division: Public Health

2. Package Prepared: *Catherine M. Cloutier* x 3086 3/28/2011  
 (signature) (phone) (date)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> a. Instructions   | <input checked="" type="checkbox"/> e. Contract Form              |
| <input checked="" type="checkbox"/> b. Specifications | <input checked="" type="checkbox"/> f. General & Spec. Conditions |
| <input type="checkbox"/> c. Bid Form                  | <input type="checkbox"/> g. Performance Bond Provision            |
| <input type="checkbox"/> d. Bid Security Provision    | <input type="checkbox"/> h. Other                                 |

3. Advertisement Prepared: *Catherine M. Cloutier* x3086 5/25/2011  
 (signature) (phone) (date)

Name of Paper Date(s) of Notice

a. Register Guard 5/29/2011

b.

4. Legal Approval: *via e-mail Andy Clark* 4129 5/20/2011  
 (signature) (phone) (date)

5. IS via email  
 Risk Manager Approval: *Scott Byler* 3682 5/24/2011  
 (signature) (phone) (date)

*sent to Kelly, no response*

6. Bids/Proposals Opened by: *Catherine M. Cloutier* 3086 6/20/2011  
 (signature) (phone) (date)

Initial

- |   |
|---|
| <input checked="" type="checkbox"/> a. Recap/Matrix Compilation Sheet Prepared and Attached |
| <input type="checkbox"/> b. All Bid Securities Sufficient                                   |
| <input type="checkbox"/> c. All Bid Forms Complete  |

Remarks by any Divisions: *Both Legal + IS requested revisions*

7. Department Budget Review (Budgeted funds are available to fund this project.) *N/A*

Budget Code \_\_\_\_\_ \$  
 FO. ORG. ACCT. PGM

Review: \_\_\_\_\_ 1 1  
 (signature) (phone) (date)

**RFPS 20481**

<b>RATER</b>	Max points = 100 <b>WEBSITE SVCS</b>	Max points = 100 <b>APPLICATIONS</b>	Max points = 100 <b>DATABASES</b>	Max points = 50 <b>EH EXPERIENCE</b>	Max=350 <b>TOTAL</b>
Byler, Scott (IS)	86	63	65	N/A	(214 out of 300)71.3%
Daniell, Doug (H&HS/Admin)	85	70	85	50	317/90.5%
Lang, Jeff (Env Health Program)	90	64	83	50	287/95.6%
<b>TOTAL</b>	261	197	233	100	
<b>AVERAGE POINTS</b>	87.00	65.60	77.60	50.00	
<b>AVERAGE PERCENTAGE</b>	87.00%	65.60%	77.60%	100%	
<b>OVERALL AVERAGE COSTS*</b>					<b>82.50%</b>

\*Only one bid, \$80/hour across all years.

Verified that \$80/hour falls w/in a range of \$70 - \$125 locally