



CITY OF LONG BEACH

R-23

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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November 8, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute an agreement and any necessary amendments between the City of Long Beach and Decade Software Company, LLC, to provide environmental health inspection software licenses, data conversion and configuration, onsite training, software maintenance, technical support services, and other related professional services in an amount not to exceed \$296,511 for a three-year period with options to renew the agreement for two additional one-year periods at the discretion of the City Manager. (Citywide)

DISCUSSION

The Department of Health and Human Services (Health Department), Environmental Health Bureau (EHB) provides regulatory inspection services of food facilities, hazardous and medical waste producers, and other related facilities by enforcing local and State laws and regulations. The Health Department is requesting approval from the City Council to enter into an agreement with Decade Software Company, LLC (Decade), to license EnvisionConnect, EnvisionConnect Remote, and EnvisionConnect Portal, web-enabled software specialized to manage environmental health inspection data, produce inspection reports, post inspection data on the internet, receive constituent and business owner requests and data via the internet, and automate and track inspection activities. In year one of the agreement, Decade will also provide implementation services including data conversion, software setup, onsite and web-based training, and other related services.

In August 2010, a Request for Proposals (RFP) was initiated to secure a provider of an off-the-shelf data management system specializing in environmental health regulatory inspection programs.

The RFP was advertised on the City bid website to secure the best solution and most favorable pricing for this acquisition. The RFP document was also made available from the Purchasing Division, located on the seventh floor of City Hall, and from the Division's website at www.longbeach.gov/purchasing. In addition, an RFP announcement was included in the Purchasing Division's weekly update on Open Bid Opportunities, which is sent to 30 local, minority and women's business groups.

The RFP was downloaded by 59 potential proposers and three (3) proposals were received that met the specialized criteria. Of the three proposers, none were Minority-owned Business Enterprise (MBE), Woman-owned Business Enterprise (WBE), Small Business Enterprises (SBE), or a Long Beach Business (Local). A committee of representatives from the EHB and the Technology Services Department evaluated each vendor for their demonstrated experience with similar clients, their ability to provide an off-the-shelf solution to manage environmental health regulatory inspection data, their ability to address business requirements, and other factors including cost, expertise of staff, customer support, current client references, and a product demonstration. The committee unanimously selected Decade Software Company, LLC, of Fresno, CA, who proposed the most complete off-the-shelf data management system which is used by the majority of environmental health inspection agencies in California, and the most clearly defined plan to address business requirements specifically in addressing the new legal requirement to submit hazardous materials and waste program applications and reports electronically by January 2013.

This matter was reviewed by Deputy City Attorney Linda Trang on October 10, 2011 and Budget Management Officer Victoria Bell on October 13, 2011.

TIMING CONSIDERATIONS

City Council action is requested on November 8, 2011, in order to proceed with the implementation of Decade software products, which will provide improved service and greater information and transparency to constituents and business owners who will be able to request services, submit complaints and data, and review inspection reports via the Internet. Additionally, the implementation of this data management system will assist with compliance with AB 2286, which will require the EHB to provide a mechanism for all regulated hazardous materials and waste businesses to use the Internet to file required information, now filed by paper forms. This requirement becomes effective January 1, 2013.

FISCAL IMPACT

Year one costs, which include data conversion, on site configuration and training, software licensing and maintenance, and technical support, are not to exceed \$147,577. Year two and three costs are not to exceed \$74,467 each year and include software licensing, maintenance and updates, technical support, and other related professional services. Sufficient funds for this project are budgeted in the Health Fund (SR130). Any additional cost in the current or future years associated with this project will be absorbed by the Health Fund. There is no impact to the General Fund, and no net impact to jobs associated with the recommended action.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



RONALD R. ARIAS, DIRECTOR
HEALTH AND HUMAN SERVICES

APPROVED:



PATRICK H. WEST
CITY MANAGER