

BOARD MEETING DATE: 3/30/20

SUBJECT: PROCUREMENT APPROVAL REQUEST

PREPARED BY: KELLY GUTHNER, CIO AND BRIAN BRAUN, CFO

Proposed Action:

Board Approval to extend the current hCentive fixed capacity staff service contract for 6 months. This extension will provide the resource capacity to ensure smooth operations of the current enrollment system.

Summary:

Requesting approval to proceed in extending the existing technology services provided by hCentive for 6 months (August 2020 – January 2021). **The total estimated cost for these services for the 6 months is not to exceed \$915,000.** The C4HCO directed project work will include:

- Maintain and enhance hCentive product and platform
- Customer and enrollment data updates
- Production ticket resolutions
- Development support for new shopping platform
- Other activities as assigned

Staff Recommendation:

Staff recommends the approval of this request.

Procurement Compliance:

Procurement Exceeds \$250,000 threshold: Yes

Procurement/Business Initiative is necessary or advisable: Yes – essential to ongoing marketplace operations

Type of procurement vehicle: Statement of Work to existing hCentive MSA

Need for RFP,RFI,RFS or similar: No, this is a sole source contract extension due to the proprietary nature of the software and specialized knowledge of hCentive staff. This contract extension is needed to continue operating the current system.

Funding Source:

Anticipate the use of general operating funds.

Supplemental Information: None