

FINANCE AND OPERATIONS COMMITTEE MEETING DATE: 11/17/21

SUBJECT: RECOMMENDATION FOR BOARD PROCUREMENT APPROVAL

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

Proposed Action:

Requesting recommendation from the Finance and Operations Committee to the Board for approval to extend the current hCentive fixed capacity staffing service contract for an additional 10 months starting February 1, 2022. This extension will provide the resource capacity to ensure smooth operations as we complete the modernization of the shopping platform.

Summary:

Requesting approval to proceed in extending the existing technology services provided by hCentive for 10 months (February 2020 – November 2021). **The total estimated cost for these services for the 10 months is not to exceed \$1,050,000.** The C4HCO directed project work will include:

- Maintenance and operations of hCentive product
- Customer and enrollment data updates
- Production ticket resolutions
- Development support for modernized 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: Amendment to a 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 hCentive software and specialized knowledge of hCentive staff. This contract extension is needed to continue operating the current system and ensure a smooth transition to the modernized platform.

Funding Source:

Anticipate the combined use of general operating funds and federal modernization grant funds. The expenditures related to this request are included in the fiscal year 2022 budget.

Supplemental Information: None