



Board Agenda Item 53

DATE: May 23, 2023

TO: Board of Supervisors

SUBMITTED BY: Sanja Bugay, Director, Department of Social Services

SUBJECT: Purchase of CalSAWS Kiosks through the CalSAWS Consortium

RECOMMENDED ACTION(S):

- 1. Make a finding that it is in the best interest of the County to suspend the competitive bidding process consistent with Administrative Policy No. 34 for unusual or extraordinary circumstances for the Department of Social Services to purchase kiosks through the CalSAWS Consortium as CalSAWS Consortium is a Joint Powers Authority formed by all 58 California counties; and**
- 2. Approve and authorize the Chairman to execute the County Purchase Agreement with the CalSAWS Consortium for the purchase of kiosks on behalf of the County, with a total cost not to exceed \$756,955.**

Approval of the recommended actions will allow the Department to purchase, through the CalSAWS Consortium, 26 new kiosks compatible with the State-mandated CalSAWS application. The kiosks, located in the lobbies of DSS buildings, will offer the public a self-service option when applying for public assistance benefits. The purchase includes associated hardware software, administrative, on-site support and training, and recurring technical services charges for the kiosks. Cost for the purchase will be offset through federal American Recovery Plan Act (ARPA) County Technology Enhancements Allocation with no increase in Net County Cost. This item is county wide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, an additional pathway for county residents to access vital services will be eliminated. Without the CalSAWS kiosks in the Department's lobbies the public may experience longer queue time when visiting the offices for public assistance programs without the option for self-service.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

The Department's request to suspend the competitive bidding process is consistent with Administrative Policy No. 34 as the CalSAWS Consortium is a Joint Powers Authority formed for the management of CalSAWS on behalf of all 58 California counties. The JPA has procured the hardware, software, maintenance, and any necessary equipment support of CalSAWS kiosks, and such kiosks cannot be procured independently elsewhere. The Internal Services - Purchasing Division concurs with the Department's request to suspend the competitive bidding process.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The maximum compensation allocated for the purchase of 26 kiosks is \$756,955 which will be fully offset with federal ARPA County Technology Enhancements Allocation. ARPA has allocated federal Supplemental Nutrition Assistance Program (SNAP) administrative funding to California Department of Social Services (CDSS) for additional investments in CalFresh. CDSS has reserved \$12.3 million of these funds for one-time county technology enhancements, such as computers, scanners, and kiosks, that benefit CalFresh and other programs for the Federal Fiscal Year 2023. Sufficient appropriations and estimated revenues will be included in the Department's Org 5610 FY 2023-24 Recommended Budget.

DISCUSSION:

On March 12, 2019, the Board approved Agreement No. 19-129 and Agreement No. 19-130 with the CalSAWS Consortium, a Joint Powers Authority, to allow the CalSAWS Consortium to oversee activities and the management of CalSAWS, such as the design, procurement, development, implementation, migration, ongoing operation, and system maintenance, on behalf of all 58 California counties.

Approval of the recommended actions will allow the Department to purchase 26 CalSAWS kiosks through the CalSAWS Consortium to continue offering self-service kiosks option to the public. With the transition to CalSAWS by end of September 2023, all equipment used for the administration of public assistance programs must meet the required specifications to run the State-mandated CalSAWS. The current kiosks in the Department's offices do not adhere to the required equipment specifications and will need to be replaced with the recommended CalSAWS kiosks.

The CalSAWS kiosks allow the public to submit applications and supporting documents during the office's hours of operation without waiting for the next available staff member. The kiosks will include all the required components for public access such as computer desktops, monitors, scanners, and printers and security software. In addition, the purchase includes hardware and software support, equipment training, and administrative charges related to the installation of 26 kiosks in the Department's offices.

The recommended County Purchase Agreement is developed by the CalSAWS Consortium, and deviates from the County's standard contract language.

REFERENCE MATERIAL:

BAI #50, March 12, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

Sole Source Acquisition Request
On file with Clerk - County Purchase Agreement for CalSAWS Kiosks

CAO ANALYST:

Ronald Alexander