



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: DAN KAPLAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: OCTOBER 22, 2021

SUBJECT: NEW CONTRACT: COUNTY OF VENTURA TO PROVIDE MEMBERSHIP TO THE CALIFORNIA VENTURA AUTOMATED COLLECTION SYSTEM (“VACS”) ASSOCIATION

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CONTRACT TERM: July 1, 2021 – June 30, 2026

CONTRACT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>		
	\$75,000	\$7,500	\$82,500		
ANNUAL AMOUNT:	<u>FY21-22</u>	<u>FY22-23</u>	<u>FY23-24</u>	<u>FY24-25</u>	<u>FY25-26</u>
	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$56,250	\$9,000	\$9,750	\$7,500	\$82,500
PERCENTAGE:	75%	12%	13%	100%	

The Human Services Agency (HSA) requests authorization to enter into a contract with the County of Ventura for the period of July 1, 2021 through June 30, 2026, in an amount of \$75,000 plus a 10% contingency for a total amount not to exceed \$82,500. The purpose of the contract is to provide membership to the California Ventura Automated Collection System (VACS) Association, and through it, use of VACS.

Background and Services to be Provided

VACS is used for the accounting, reporting and collection of overpayments in social services programs and wage fraud/elder abuse claims with the In-Home Support Services program. It is used by HSA's Collections, Business Intelligence, and Revenue Management/Accounting teams.

The California VACS Association (CVA) pools member counties' knowledge to maximize the system's accuracy and usefulness. SFHSA has been a member of the CVA for over ten years. Its membership includes its share of the costs of operating the system, which is operated by Ventura County, which created and maintains the database.

Selection

This is a sole source agreement. VACS is a proprietary system owned by the County of Ventura.

Funding

Funding for this contract is provided through a combination of Federal, State, and County General Funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Budget

**Appendix A
Scope of Services
County of Ventura
VACS Association Membership
July 1, 2021 – June 30, 2026**

I. Purpose of Contract

The California VACS Association (hereinafter, “CVA”) was established to pool member Counties' experiences and knowledge regarding the Ventura Automated Collection System (“VACS”) to maximize the systems’ accuracy and usefulness in a fiscally responsible manner. The system may be used to track fiscal account management by member counties. The Association serves as the arena where member counties work jointly to accomplish this purpose. Counties have the responsibility for working with its respective VACS users to plan enhancements, share operating experiences, and coordinate Association activities through the CVA Chairperson.

The intent of this contract is to establish a mechanism for sharing available Electronic Data Processing (EDP) funding for the purpose of enhancements to the VACS system and to establish an agreement between the member counties and the CVA. The hardware and local area network (LAN) maintenance costs are the responsibility of individual counties.

II. Definitions

Contractor	County of Ventura
CVA	California VACS Association
EDP	Electronic Data Processing
HSA	Human Services Agency of the City and County of San Francisco
LAN	Local Area Network
Member Counties	Fresno, Orange, Placer, San Mateo, San Luis Obispo, San Francisco, Santa Clara, Santa Cruz, Solano, Sonoma, Tulare, Ventura, and Yolo.
VACS	Ventura Automated Collection System

III. Description of Services

1. Under the terms of Article IX of the Bylaws, as adopted by the California VACS Association, each member county shall be responsible for an agreed upon share of the

cost of annual on going software maintenance system enhancements, and telephone support provided by the VACS contractor.

IV. Contact Information

<p>Contact Information for CONTRACTOR: Ed Althof Deputy CIO, Application Services Information Technology Services Department County of Ventura 1957 Eastman Avenue, Suite A Ventura, CA 93003 Ed.Althof@ventura.org</p>	<p>For CALIFORNIA VACS ASSOCIATION: Joseph A. Quartell, Chair California VACS Association c/o San Francisco Human Services Agency P.O. Box 7988 MS: S500 San Francisco, CA 94120- 7988 Joseph.Quartell@sfgov.org</p>	<p>For Human Services Office of Contract Management: Annyse Acevedo, Senior Contract Manager c/o San Francisco Human Services Agency P.O. Box 7988 San Francisco, CA 94120- 7988 Annyse.Acevedo@sfgov.org</p>
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Appendix B
Calculation of Charges
County of Ventura
VACS Association Membership
July 1, 2021 – June 30, 2026

	07/01/21 – 06/30/22	07/01/22 – 06/30/23	07/01/23 – 06/30/24	07/01/24 – 06/30/25	07/01/25 – 06/30/26
CalWin County Annual Shared Maintenance Fees	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000

Budget:

The five-year not-to-exceed budget amount for this contract agreement is \$75,000, with a 10% contingency for a total amount not to exceed \$82,500.

Contractor will invoice on an annual basis for the full membership shared maintenance fees.