

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only

Meeting Date: ___/___/___ Held Until: ___/___/___

Agenda Item No: _____ Agenda Item No: _____

Department: Health Services

() 4/5 Vote Required

Contact:
Rita Scardaci

Phone:
(707) 565-4700

Board Date:
4/14/09

Deadline for Board Action:
4/14/09

AGENDA SHORT TITLE: Business Process Analysis Project

REQUESTED BOARD ACTION:

Authorize the Director of Health Services to execute an agreement with Kibel Green, Inc. for the period of May 1, 2009 through December 31, 2009, subject to County Counsel review, and any future amendments that do not significantly change the scope of work (\$101,200).

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

ADD'L FUNDS REQUIRING BOARD APPROVAL

Estimated Cost \$101,200

Contingencies
(Fund Name:)

Amount Budgeted 101,200

Unanticipated Revenue
(Source:)

Other Avail Approp
(Explain below)

Other Transfer(s)
(Source:)

Additional Requested: \$ 0

Add'l Funds Requested: \$ 0

Explanation (if required):

Prior Board Action(s): None.

Alternatives – Results of Non-Approval: Lost opportunity to examine and improve administrative and business processes.

BACKGROUND: (Note: Kibel Green, Inc. Agreement for Services is on file with the Clerk of the Board.)

In September 2008, the Department of Health Services approved a process for issuing a Request for Proposal for consultation services to review and analyze Department administrative functions. The desired outcomes of the analysis included maintaining current levels of service, reducing administrative costs, and improving overall business processes.

Administrative Services support the mission of the Department of Health Services by facilitating the efficient delivery of services by Department divisions: Prevention and Planning, Environmental Health, Public Health, Mental Health, and Alcohol and Other Drug Services. Administrative services include planning and policy development, coordinating administrative functions and systems, and resource development and acquisition. Major functional areas that support the operations of all divisions include Information Technology, Fiscal Operations, Compliance, and Personnel and Logistics.

In October 2008, the Department released a Request for Proposals (RFP) to a vendor list developed in consultation with the County Health Executives Association of California and others. The RFP was also posted for public review on the Department's website. Two proposals were received and evaluated by a committee of Department Managers. The evaluation criteria included:

- Experience and expertise in business process analysis of the functional areas of Fiscal Operations, Information Technology and Personnel.
- Demonstrated history of providing similar services to comparable entities.
- Process/approach used to develop comprehensive analysis for this project.
- Quality of work as verified by references.

Based on the review committee's evaluation, Kibel Green, Inc. was selected to provide analysis of the Department's administrative functions. This analysis, Phase One of a comprehensive business process analysis, will focus on the fiscal operations including Accounts Payable, Accounts Receivable and General Accounting functions.

Phase Two, included in the RFP and contingent on funding and the outcome of Phase One, will include an analysis of other administrative functions such as Information Technology and Personnel.

The action requested in this agenda item is consistent with the priority actions of the Department's Strategic Plan which include: using data and evidence-based practice to plan, implement and evaluate programs; establishing clear goals and desired outcomes; and obtaining and maximizing the use of financial resources to assure the successful accomplishment of goals.

FISCAL IMPACTS:

The Department is using available Realignment to fund this project. There is no contribution from the General Fund or use of Realignment.

Attachments: None.

On File With Clerk: Kibel Green, Inc. Agreement for Services.

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: