



County of Santa Cruz 0207

HUMAN RESOURCES AGENCY

1000 EMELINE ST., SANTA CRUZ, CA 95060
(831) 454-4130 OR 454-4045 FAX: (831) 454-4642
CECILIA ESPINOLA, ADMINISTRATOR

November 29, 2000

Agenda: December 12, 2000

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

CONTRACT FOR COMMUNITY PROGRAMS TECHNOLOGY ENHANCEMENT

Dear Members of the Board:

As you are aware, on June 22, 2000 your Board considered and approved supplemental funding to provide technological enhancements and facility improvements for community programs. The supplemental funding included \$225,000 to purchase computer hardware as a local match for a Human Care Alliance sponsored grant application, and \$70,000 to conduct a feasibility study regarding co-location of community programs and common site acquisition. This letter requests your Board's approval of a contract with HandsNet, Inc., for administration of the technology enhancement funds. The County Administrative Officer will report to your Board regarding the facility funding under a separate item on your agenda.

As previously reported to your Board, HRA staff is coordinating with the Human Care Alliance (HCA) and its consultant in the development of the two-year Technology Learning Community (TLC) Project, which will enhance the information technology capacity of community programs and develop innovative collaborative solutions to health and human service needs in the community. TLC is a \$925,000 project funded by the Packard Foundation, the Community Foundation of Santa Cruz County, and the California Endowment, as well as the County of Santa Cruz.

HCA has secured the services of HandsNet, a Bay Area organization which supports the technological capacity of non-profit agencies throughout the country, to administer the TLC Project. HandsNet is completing the first phase of the project, a needs assessment of the technical capacity of the member organizations of HCA, and nearly all County funded community programs have participated. HandsNet has also specified the minimal common desktop computing platform requirements for online needs and readiness, and is in the process of determining the individual equipment needs of each agency in relation to this minimum platform.

Since the technology upgrade component of the TLC Project is so closely intertwined with the

Board of Supervisors
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project's training and capacity building aspects, HandsNet has been selected to administer the \$225,000 County contribution to this effort. These funds will be used only for the acquisition and installation of computer hardware in County funded community programs, and for project related software and Internet connectivity services. (See Contract, Attachment A.) Claims will be based on actual expenditures for these items. The costs for administration of the County funds will be absorbed by the TLC Project. The HandsNet proposed common desktop computing platform (Attachment B) has been reviewed and approved by HRA Information Systems Technical Operations staff, and it is anticipated that approximately 100 computing platforms will be installed in County funded community programs (including individual agencies and those with multiple programs). HandsNet will work closely with HCA to assure the equitable distribution of the equipment among participating agencies, and the County funded portion of the TLC Project shall be completed by June 30, 2001.

IT IS THEREFORE RECOMMENDED that your Board approve the proposed contract with HandsNet, Inc. in the amount of \$225,000, and authorize the HRA Administrator to sign the agreement.

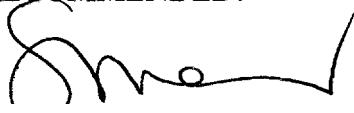
Very truly yours,



CECILIA ESPINOLA
Administrator

CE/GM/THP (n::\commprog\bdcptec2.wpd)

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

enc.

cc: County Administrative Office
Human Care Alliance

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0209

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Human Resources Agency (Dept.)
Frances Dick (Signature) 11/28/00 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the Human Resources Agency (Agency) and Hands Net, Inc., 2 North Second Street, Suite 375, San Jose, CA. 95113 (Name & Address)
- The agreement will provide Technology hardware and enhancements for Community Programs.
- The agreement is needed To implement Board of Supervisors' & decision during budget hearing.
- Period of the agreement is from December 12, 2000 to June 30, 2001
- Anticipated cost is \$ 225,000.00 (~~Fixed amount~~ Monthly rate; Not to exceed)
- Remarks: Staff: Gary McNeil, #5459
W-9 Attache
- Appropriations are budgeted in 395200 (Index#) 5191 (Subject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. C002307 Date 1-29-00
are not available and will be encumbered.

GARY A. KNUTSON, Auditor - Controller
By [Signature] Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the RA Administrator to execute the same on behalf of the County of Santa Cruz
Human Resources Agency (Agency).

Remarks: [Signature] (Analyst) By [Signature] County Administrative Officer Date 12/10/00
Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - ~~Blue~~
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
_____ 1 9 - - - By _____ Deputy Clerk

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Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do NOT
send to the IRS.

Name (If a joint account or you changed your name, see Specific Instructions on page 2.)
HandsNet, Inc.

Business name, if different from above. (See Specific Instructions on page 2.)

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other

Address (number, street, and apt. or suite no.)
2 North Second Street, Suite 375

City, state, and ZIP code
San Jose, CA 95113

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number: _____

OR

Employer identification number: 77-0183225

Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

List account number(s) here (optional)

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here: Signature Michael Saunders Date 11/28/00

Purpose of form. A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS prefers you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons must use an appropriate Form W-8.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form w-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this ___ day of December 2000, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and HandsNet, INC., hereinafter called CONTRACTOR. The parties agree as follows:

1. **DUTIES**

A. CONTRACTOR agrees to exercise special skill to accomplish the following results: Procure and install technological hardware to enhance the technological capacity of County funded Community programs, in order to improve health and human service needs in the community, as more fully described in the Scope of Work Plan (Attachment A).

B. CONTRACTOR shall submit evidence of incorporation by the State of California to the COUNTY in order for payments to be made to CONTRACTOR. Payments to CONTRACTOR will not be made if Articles of Incorporation and a valid tax ID number have not been submitted.

C. CONTRACTOR shall submit two periodic reports to COUNTY on activities as specified in Exhibit "A" ("Scope of Work Plan") and such additional reports as may be requested by the COUNTY, describing work progress in carrying out the approved objectives under this Agreement.

D. CONTRACTOR agrees that whenever information related to the program funded under this contract appears in reports, the media or in publication, CONTRACTOR shall acknowledge the financial support of the County of Santa Cruz Board of Supervisors.

E. CONTRACTOR shall be responsible for reporting to COUNTY any difficulties in complying with the terms and provisions of this Agreement at the earliest possible date.

2. **COMPENSATION**. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR \$225,000 in accordance with Attachment B ("Budget"), attached hereto.

3. **TERM**. The term of this contract is: December 12, 2000 through June 30, 2001.

4. **EARLY TERMINATION**. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

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5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.

CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTORS performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property (ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTORS insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here:

____/____.

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here ._____

(2) Automobile Liability Insurance for each of CONTRACTORS vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTORS employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here ____/____.

Initials MSI
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(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$_____ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY /.

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as a additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

(3) All required insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Gary McNeil, HRA Senior Analyst
Human Resources Agency, 1000 Emeline Ave.
Santa Cruz, CA 95060.

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Initials GM /
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Gary McNeil, HRA Senior Analyst
Human Resources Agency, 1000 Emeline Ave.
Santa Cruz, CA 95060.

0214

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristic), marital status, sex, sexual orientation, age (over 18), veteran status, pregnancy, and gender or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, pregnancy, and gender or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/ Women/Disabled Owned Business Enterprises in CONTRACTORS solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY Equal Employment Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority/Women/Disabled Business Enterprises.

(3) In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement

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by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; in the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (c) The skill required in the particular occupation is substantial rather than slight; (d) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (e) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (f) The method of payment of CONTRACTOR is by the job rather than by the time; (g) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (h) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (i) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor,

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgement that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. CONTRACTOR shall not assign this Agreement without the prior written consent of the COUNTY.

10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz

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County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

12. ATTACHMENTS. This Agreement includes the following attachments:

Attachment A: SCOPE OF WORK

Attachment B: BUDGET

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. CONTRACTOR, HandsNet, Inc.

4. COUNTY OF SANTA CRUZ

By: Michael Saunders
Michael Saunders, Executive Officer

By: _____
Human Resources Agency Administrator

Address: 2 North Second Street, Suite 375
San Jose, CA 95113
Telephone: (408) 29 1-5 111

Tax ID # 77-O 183225

2. APPROVED AS TO INSURANCE:

By: Patricia G. Burt 11-29-00
Risk Management

3. APPROVED AS TO FORM:

By: Paul Thomas
County Counsel

DISTRIBUTION: County Administrative Office
Auditor-Controller
County Counsel
Risk Management
Contractor

Initials TMS
CONTRACTOR/COUNTY

Attachment A

SCOPE OF WORK

Contractor Han&Net, INC., (CONTRACTOR) agrees to exercise special skill to accomplish the following results:

1. CONTRACTOR shall procure and install technological hardware to enhance the technological capacity of County funded Community programs, in order to improve health and human service needs in the community, as more fully described below.
2. CONTRACTOR agrees that services provided under this agreement shall include the following:
 - a). CONTRACTOR shall coordinate with the Human Care Alliance (HCA), a consortium of community based organizations providing social services in Santa Cruz County, in the implementation of the Technology Learning Community Project (TLC), a collaborative effort to enhance the information technology capacity of community programs, and to develop innovative collaborative solutions to health and human service needs in the community.
 - b). Consistent with the goals of the TLC project, and in coordination with the HCA, CONTRACTOR shall utilize the full amount of the funds subject of this contract, \$225,000, exclusively to purchase and install technological hardware, software, and initial Internet connectivity services for participating Santa Cruz County community programs.
 - c.) Prior to purchasing and installing the technology hardware provided under this contract, CONTRACTOR shall establish minimum specifications for a common desktop computing platform to perform common technological tasks participating community programs are likely to perform. CONTRACTOR shall also survey all community programs to assess the individual agency need for equipment in relation to the defined common platform.
 - d.) CONTRACTOR shall procure the technological hardware, computer program software, and initial connectivity services necessary to fulfill the goals of the TLC Project, at competitive rates from conventional and reliable sources at competitive costs as demonstrated by price estimates from no fewer than three prospective vendors.
 - e.) CONTRACTOR shall distribute and install the technological hardware, software, and initial connectivity services in an equitable manner only to

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COUNTY-funded Community Programs agencies participating in the TLC Project.

- f.) CONTRACTOR shall include instruction on electronic communications and file transfers in its training of COUNTY-funded community programs in order to facilitate future electronic transmission of reports required for Community Programs contract administration.

3. Contractor shall provide the following reports to COUNTY related to the performance under this agreement:

- a.) On or before March 1, 2001, CONTRACTOR shall provide one interim written narrative report to the COUNTY on the progress of the performance of the Work Plan herein. A final written report shall be due upon completion of the project and no later than July 31, 2001.

- b.) Upon completion of this contract, and by no later than July 31, 2001, CONTRACTOR shall provide an inventory list reflecting the item and location of technological hardware purchased pursuant to this agreement

4. CONTRACTOR is to submit claims based on actual expenditures on a form provided by the COUNTY to:

County of Santa Cruz - Human Resources Agency
 Attention: Fiscal Department
 P.O. Box 1320
 Santa Cruz, CA 95061

on or after December 12, 2000 and no later than July 31, 2001.

CONTRACTOR: *Michael ...* COUNTY: _____

N:\...HRA\...hndsnetcn.wpd

Initials *MSI*
 CONTRACTOR/COUNTY

Attachment B

BUDGET

ITEM	AMOUNT
COMPUTER HARDWARE	\$180,000
PROJECT RELATED SOFTWARE	\$15,000
INITIAL INTERNET CONNECTIVITY COSTS	\$30,000
Total	\$225,000

Note: Estimated budget. Any costs exceeding one line item may be expended from surplus in another line item, so long as the total does not exceed the contract amount of \$225,000.

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COMMON DESKTOP COMPUTING PLATFORM FOR HCA AGENCIES (MINIMUM SPECS)**0220**

*Prepared by HandsNet, Inc.
3 November, 2000*

In determining minimum specifications for a common desktop computing platform for HCA agencies, many factors need to be taken into consideration. To this end, HandsNet has applied a price/performance matrix to the computing tasks in which the HCA agencies are likely to be engaged. Certainly, the computing platform does not need to include the latest in cutting-edge technology; however, the platform should be able to accommodate new technologies likely to be in use over the course of the next three years. Specifically:

- **Video:** The inclusion of a 17" monitor and the specified graphic adapter reflects the fact that the Internet and office applications will become increasingly complicated visually, requiring more power to display complex images.
- **Audio:** A basic audio adapter and speakers are quite inexpensive. Inclusion of this capability will allow agencies to access an increasing tide of audio resources on the Internet, take advantage of web-based audio tools and comply with ADA-recommended specifications (i.e. allowing web-readers to assist the visually impaired).
- **Communication:** Both a 56k modem and a 10/100 NIC will allow for multiple ways to access Internet content, in the case of device failure or service interruption.
- **Expansion/upgrades:** Extra drive bays, free DIMM slots and a variety of legacy and non-legacy ports will allow for the greatest degree of flexibility to accommodate new technologies and needs as they develop.

Distribution of the platform specified below will depend a great deal on an agency's existing technical capacity. Some agencies already possess a platform that exceeds the specifications, some will require that existing machines be replaced, and still others may possess a platform that can be upgraded to meet the minimum requirements. In this last case, we may encounter a great deal of complexity. Specifically, time and labor will be required to assess a particular platform's deficiencies, determine an appropriate vendor for the required hardware and/or software, install the hardware/software, and troubleshoot any problems that may arise -- all on an agency-specific basis.

For these reasons, it will be more efficient in the long run to forgo the platform upgrades in favor of the purchase of a new system. In addition to avoiding the complexities mentioned above, agencies possessing the same platform will be more likely to be able to help one another resolve problems, reducing overall system support costs.

Another area where we may encounter difficulty is in the case where an agency is either completely or partially Macintosh-based. We will need to address this issue on a case-by-case basis, where appropriate determining the minimum requirements for a Macintosh system.

Lastly, a wide variety of specific needs will inevitably arise as we proceed with the project, about which we can only speculate at this point. Some possibilities:

- A larger agency may require a new database server to house its intranet.
- Some agencies may find that DVD-ROM/RAM drives may be a useful system component.
- Agencies where some employees telecommute may benefit from the purchase of one or more laptop computers.
- Multifunction inkjet printers may be more useful to certain agencies for the color/copy/scan capabilities than the specified laser printer.
- In some cases, computing environments may be ergonomically inadequate and even unsafe, requiring the purchase of new chairs, desks, wrist pads, etc.
- Purchase of software specifically designed to be used by people with disabilities may be required.
- And many more...

Hardware Specifications

- ✓ Intel Pentium III processor, 700MHz
- ✓ 128MB SDRAM or RDRAM (w/ at least 1 free DIMM slot)
- ✓ Chassis w/ at least 2 free external bays, 1 3.5" & 1 5.25"
- ✓ 20GB EIDE hard drive, 7200RPM, ATA-100
- ✓ 3D graphics, 4X AGP, 16MB
- ✓ 17" .26DP monitor
- ✓ Floppy drive
- ✓ 8/4/32 CD-RW
- ✓ 10/100 NIC
- ✓ V.90 56k modem
- ✓ Legacy ports
- ✓ 2 USB ports

- ✓ PC audio, sound-blaster compatible
- ✓ Basic audio speakers
- ✓ Microphone
- ✓ Keyboard
- ✓ Mouse
- ✓ Surge suppressor with battery backup

Software Specifications

- ✓ Windows2000 Professional
- ✓ Microsoft Office2000 Small Business
- ✓ Firewall security
- ✓ Anti-virus

Service & Support Specifications

- ✓ 3 years next-day

Estimated Retail Purchase Price

- ✓ **\$1550.00**

Note: Not included above are any hardware/software associated with internal office network or Internet access, such as routers, hubs, cabling, etc.