***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **July 1, 2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Dr. Sarah Collard, HHSA** | **Phone:** | **841-4802** |
| **Address:** | **818 South Main Street Yreka, CA 96097** |
| **Person Appearing/Title:** | **Dr. Sarah Collard, HHSA Director** |
| **Subject/Summary of Issue:** |
| The Siskiyou County Health and Human Services Agency (HHSA), Social Services Division respectfully requests approval to enter into a Contract with Exemplar Human Services, LLC. Exemplar is a unique provider of reporting services in the Human Services arena. Their background in all sizes of human services management and information systems has given them a unique perspective and expertise. Exemplar has a thorough understanding of the program operations of county welfare departments. Exemplar is the only vendor that provides a highly customizable reporting services solution via their clients' preferred method of delivery, with development input and oversight by Exemplar's human services policy and practice experts. In addition, Exemplar is the only vendor that can provide any new reporting or other change requests in a expeditious manner, a result of their deep knowledge of the CalSAWS and CMIPS systems and program operations.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $121,000 |  |  |  |  |
| Fund:  | 2120 |  | Description: | Human Services | Org.: | 501010 | Description: | HS Admin |
| Account: | 723000 |  | Description: | Prof. Services |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:* Sole Source Provider |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| That the Honorable Board of Supervisors approve and the Chair sign the Contract for Services between the Siskiyou County Health and Human Services Agency and Exemplar Human Services, LLC. for the amount of $121,000.00 for the entire term of July 1, 2025 through June 30, 2026.  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021