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2023 RES-196

**AWARDING CONTRACT TO NORTHWOODS CONSULTING PARTNERS, INC.
DCDHS – CYF DIVISION**

The Dane County Department of Human Services (DCDHS) Children Youth and Families (CYF) division requests to award a major contract for software implementation services and up to a five year software subscription for use of Northwoods Traverse Software. This purchase reflects an expansion of the use of the current document management product from CPS to additionally include our Youth Justice and Out of Home Care staff for a total of 275 user licenses. The software functionality allows social workers to efficiently manage and facilitate access to case documents. The product has the capability to sync cases and forms to devices which will allow our mobile staff to quickly access their case documents and complete forms from their varied working locations.

The 2022 capital budget provided funding to replace and upgrade the current software which performs this function. Those capital funds will be used to support implementation costs and the first year of software licensing. A bid waiver request was submitted by the Department and approved by the Dane County Personnel & Finance Committee for this purchase on 9/18/2023.

Total planned costs to be incurred under the awarded contract are as follows:

Year 1 Implementation:	\$185,400
Year 1 Subscription Software:	\$223,080
Year 2 Subscription Software:	\$223,080
Year 3 Subscription Software:	\$223,080
Year 4 Subscription Option:	\$234,234
Year 5 Subscription Option:	\$245,946

The total amount of funds to be awarded to Northwoods Consulting Partners, Inc. is \$1,334,820 for a contract through December 31, 2026 with two (2) possible one-year extensions. This resolution authorizes the use of those funds.

NOW, THEREFORE, BE IT RESOLVED that the following contract be awarded and that the County Executive and County Clerk are hereby authorized and directed to sign the agreement on behalf of Dane County, and that the Controller is authorized to issue payments related to the execution of the contract.

<u>Vendor</u>	<u>Amount</u>
Northwoods Consulting Partners, Inc.	\$1,334,820