

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

December 17, 2024

FROM

SHARON NEVINS, Director, Department of Aging and Adult Services

SUBJECT

Amendment to Contract with URM Technologies, Inc., for Name Change to Vital Care Records

RECOMMENDATION(S)

Approve **Amendment No. 1 to Contract No. 24-961** assigning the contract with URM Technologies, Inc., to VRC Companies, LLC DBA Vital Records Control, to digitize In-Home Supportive Services Case Files, with no changes to the contract amount of \$ 1,100,000 or contract term of October 8, 2024 through October 7, 2025.

(Presenter: Sharon Nevins, Director, 891-3917)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) as the Amendment is non-financial in nature.

BACKGROUND INFORMATION

The Department of Aging and Adult Services (DAAS) has been working toward becoming paperless since 2021, requiring compliance with the protection of personal information and data of all In-Home Supportive Services (IHSS) recipients. This includes securing the confidentiality of any data related to the IHSS program, in accordance with State and Federal guidelines.

Following an informal procurement for digitizing services, DAAS contracted with URM Technologies, Inc. (URM) to digitize all IHSS case files (Contract). DAAS requested and received approval from the California Department of Social Services on October 19, 2021 to implement a scanning system to digitally image IHSS case files.

On October 8, 2024 (Item No. 5), the Board of Supervisors (Board) approved Contract No. 24-961 with URM Technologies to digitize IHSS case files for a total, not to exceed contract amount, of \$1,100,000, for the contract period of October 8, 2024 through October 7, 2025.

Effective August 1, 2024, URM Technologies, Inc. merged with Vital Records Control. As a result of "Bill of sale and Assignment and Assumption Agreement" between URM Technologies, Inc. and Vital Holdings, LLC. DAAS recommends approval of this Amendment to continue the work initiated with URM, now operating as Vital Records Control, maintaining the expertise and understanding of DAAS's internal SharePoint Environment and system.

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This Amendment is being presented to the Board for approval retroactively due to the notice of this merger being received from URM on October 24, 2024. The December 17, 2024 Board meeting is the first available date following the required operational, fiscal, and legal reviews. Approval by the Board on that date will not impact DAAS services or activities.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on November 15, 2024; County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on November 19, 2024; Finance (John Hallen, Principal Administrative Analyst, 386-8392) on November 27, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on November 27, 2024.


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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: December 17, 2024



cc: DAAS - Gallegos w/ agree
 Contractor c/o DAAS w/ agree
 File w/ agree

JLL 12/20/2024