

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

May 21, 2024

**FROM**

**JACQUELYN GREENE, Director, Preschool Services Department**

**SUBJECT**

Contract with Management Information Technology USA, Inc., dba ChildPlus Software for Record Keeping and Reporting System Mobile Application

**RECOMMENDATION(S)**

Approve **Contract No. 24-427** with Management Information Technology USA, Inc., dba ChildPlus Software, to provide the Direct Administrator Access mobile application for the Head Start and State Preschool Programs record keeping and reporting system, in the amount not to exceed \$272,500, for the total contract period of July 1, 2024, through June 30, 2027.  
(Presenter: Jacquelyn Greene, Director, 383-2005)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

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

**Provide for the Safety, Health, and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The contract amount is 100% federally funded by a grant from the United States Department of Health and Human Services, Administration for Children and Families. Adequate appropriation and revenue will be included in the Preschool Services Department (PSD) 2024-25 recommended budget and in future recommended budgets.

**BACKGROUND INFORMATION**

PSD operates Head Start and State Preschool programs that provide comprehensive child development and family services that include education, health, nutrition, parent involvement, and psychological services for children ages 0 to 5 and their families. The overall goal of these programs is to increase the health and school readiness of disadvantaged children and increase the self-sufficiency of low-income families.

Head Start Performance Standards and the California Department of Education require a record keeping database and reporting system be used to consistently collect and maintain data, generate management reports, and maintain confidentiality regarding student performance. A record keeping database and reporting system is also necessary to ensure PSD maintains compliance with required federal and state reporting regarding child assessments, child attendance, medical information, health conditions, immunization records, and compliance monitoring.

PSD has contracted with Management Information Technology USA, Inc., dba ChildPlus

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Software (ChildPlus), to maintain all PSD Head Start and State Preschool data for enrollment, classroom records, medical and health information, and historical data since 2015. Additionally, PSD uses ChildPlus for preschool student recruitment, messaging families, and mobile applications. The continued partnership with ChildPlus will allow PSD to continue to utilize the current record keeping, reporting, and messaging system.

On October 5, 2021 (Item No. 38), the Board approved Contract No. 21-733 with ChildPlus, in the amount not to exceed \$250,340, for the total contract period of July 1, 2021, through June 30, 2024. In order to take advantage of discounted pricing offered by ChildPlus, rather than extend the existing contract, PSD is recommending a new three-year contract with a single, three-year extension for a total possible contract length of six years with ChildPlus. By entering into a new contract structured in this manner, PSD can obtain preferential pricing offered by ChildPlus on three-year subscriptions.

**PROCUREMENT**

The Purchasing Department supports this non-competitive procurement of the ChildPlus Software based on the unique functionality of the software. The solution offered by ChildPlus will allow PSD to maintain accurate records and information for multiple data sets. Additionally, continued use of this software will allow PSD to retain its historical data from 2015 forward.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on April 5, 2024; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on April 12, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on April 22, 2024; Finance (Paul Garcia, Administrative Analyst, 386-8392) on May 1, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 6, 2024.

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San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 21, 2024



cc:    PSD - Petersen w/agree  
      Contract - c/o PSD w/agree  
      File - w/agree  
CCM   05/28/2024