

TO THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY: Your County Personnel and Human Services Committee respectfully recommends the adoption of the following:

RESOLUTION

WHEREAS, Smartsheet is a workspace tool that allows for information and data tracking across teams and allows for efficiency in managing collaborative projects and works. Additionally, the tool is designed with confidentiality as a priority, allowing the health department to use and maintain HIPAA standards when necessary in departmental work and activities; and

WHEREAS, the tool would benefit the department and its community partners in many ways, however would be immediately utilized to support COVID-19 response efforts and specifically in needs connected to schools and congregate care settings. This tool would be used to support department case investigation and contact tracing work and would replace cumbersome and clunky processes currently in place; and

WHEREAS, the department has emergent need to have more streamlined processes in place to ensure staff can appropriately keep up with necessary response efforts and sustain them for benefit of educational and community partners; and

WHEREAS, Smartsheet is a subscription based service, and provides extensive technical assistance and user start-up support. The total cost for 12 months of use is \$19,500.00, this is an expense that can be covered with existing funds provided to the Department from the MDHHS for FY21 COVID-19 response activities; and

WHEREAS, a single source waiver was presented and approved by the Finance Committee at their October 7, 2021 meeting; and

WHEREAS, the Board of Health endorses the acceptance of this contract agreement subject to approval by Corporate Counsel.

NOW, THEREFORE, BE IT HERBY RESOLVED that the Berrien County Board of Commissioners authorizes BCHD to enter into a contract with Smartsheet and authorizes the Chairperson or his designee to electronically sign or execute the agreement with Smartsheet.

**RESPECTFULLY SUBMITTED,
BERRIEN COUNTY PERSONNEL AND HUMAN SERVICES COMMITTEE**

Robert P. Harrison, Chairperson

Michael J. Majerek, Vice Chairperson

Rayonte D. Bell

RESOLUTION APPROVED AS TO FORM	
Administrator.....	Date _____
Comments Attached _____	
Corporate Counsel.....	Date _____
Comments Attached _____	