



**Interoffice Memorandum**

June 19, 2023

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**FROM:** Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,  
Procurement Division

**CONTACT:** Claudia Yabrudy, Manager, Fiscal and Operational Support Division, Health Services Department  
407-836-6583

**SUBJECT:** Approval of Amendment No. 4, Contract Y20-167, Maintenance and Support Services for HIV Data System-Electronic Database Management

**ACTION REQUESTED:**

Approval of Amendment No. 4, Contract Y20-167, Maintenance and Support Services for HIV Data System-Electronic Database Management, with Groupware Technologies, Inc. (GTI), in the amount of \$50,000, for a revised estimated contract amount of \$269,627.20.

**PROCUREMENT:**

This amendment will provide additional funding to cover the additional annual software licenses, maintenance, and support services for the Orange County Ryan White Part A Program and the Housing Opportunity for People with AIDS (HOPWA) program currently utilized by all contracted Ryan White and HOPWA agencies.

**FUNDING:**

Funding is available in the account numbers 7013-060-7296-3192 and 7736-060-7312-3192. Funding for this contract is provided via federal grants from the U.S. Health Resources and Services Administration and the Department of Housing and Urban Development.

**APPROVALS:**

The Health Services Department concurs with this recommendation.

**REMARKS:**

On February 25, 2020, the Board authorized award of Contract Y20-167, with Groupware Technologies, Inc., in the amount of \$197,500. Groupware Technologies, Inc. is currently providing satisfactory services for annual software licenses, maintenance, and support services for the HOPWA program currently utilized throughout the County.

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Previous amendments to the contract are as follows:

Amendment No. 1: Renewed the contract for the term March 1, 2021, through February 28, 2022.

The contract total remained unchanged.

Amendment No. 2: Renewed the contract for the period of March 1, 2022 through February 28, 2023, and added VPN licenses to the contract in the amount of \$13,680, for a revised estimated contract amount of \$211,180.

Amendment No. 3: Renewed the contract for the period of March 1, 2023 through February 29, 2024, and added funds in the amount of \$8,447.20, for a revised estimated contract amount of \$219,627.20, to support a price escalation as allowed under the contract provisions, verified through the U.S. Bureau of Labor and Statistics, Consumer Price Index.