



Information and General Services Department

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*Information Systems
Geographic Information Systems
Cable Television
Central Services*

*Facilities Management
Purchasing
Emergency Services
Public Library*

May 10, 2013

Honorable Board of Supervisors
Eric Rood Administration Center
950 Maidu Avenue
Nevada City, CA 95959

DATE OF MEETING: May 28, 2013

SUBJECT: Resolution directing the Auditor-Controller to release funds from the General Fund Assignment for Information Systems Infrastructure and to amend the Fiscal Year 2012-13 Information Systems budget for purchase and implementation of a system for automating preparation, routing, and publication of Board of Supervisors agenda materials; and authorizing the Purchasing Agent to execute an amendment to the contract with Granicus, Inc.

RECOMMENDATION: Adopt the attached resolution.

FUNDING: Funds are available in the General Fund Assignment for Information Systems Infrastructure to purchase the agenda automation system at a cost of \$20,000

BACKGROUND: The current process for preparing and routing materials for Board of Supervisors meeting agendas involves manual routing of paper documents, resulting in significant staff time being spent assembling materials and tracking down paperwork. There is no efficient process in place for reviewers to provide feedback on the materials, and any changes made during the reviews requires generation of more paper and re-signing of the documents.

The Information Systems Steering Board (ISSB) recommends that \$20,000 be allocated from the General Fund Assignment for Information Systems Infrastructure to purchase and implement an automated system for creating agenda materials, routing them for review, providing feedback from reviewers to originators, and publishing the materials for access by the Board, staff, and public. The recommended system includes the Legislative Management Suite, Meeting Efficiency Suite, and Citizen Participation Suite by Granicus, Inc. This is the same company that currently provides the software for web-streaming of Board meetings.

The proposed Resolution will release the required funds from the General Fund Assignment, amend the FY2012-13 Information Systems budget to provide for the purchase, and authorize the Purchasing Agent to amend the current contract for Granicus services to include these additional services. . Ongoing costs for maintenance of the system will be \$1,200 per month and are included in the proposed FY2013-14 Information Systems budget.

Respectfully,

Stephen T. Monaghan
Chief Information Officer



RESOLUTION No. _____

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION DIRECTING THE AUDITOR-CONTROLLER TO RELEASE FUNDS FROM THE GENERAL FUND ASSIGNMENT FOR INFORMATION SYSTEMS INFRASTRUCTURE AND TO AMEND THE FISCAL YEAR 2012-13 INFORMATION SYSTEMS BUDGET FOR PURCHASE AND IMPLEMENTATION OF A SYSTEM FOR AUTOMATING PREPARATION, ROUTING, AND PUBLICATION OF BOARD OF SUPERVISORS AGENDA MATERIALS, AND AUTHORIZING THE PURCHASING AGENT TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH GRANICUS, INC.

WHEREAS, the Board of Supervisors desires to improve the efficiency of the process by which Board agenda materials are prepared, reviewed, and published for access to Board members, staff, and the public; and

WHEREAS, the Chief Information Officer has identified the Granicus Legislative Management, Meeting Efficiency, and Citizen Participation Suites as a system that will automate the current labor- and paper-intensive process by which agendas are prepared; and

WHEREAS, the Information Systems Steering Board has recommended purchase and implementation of the Granicus Suite at a cost of \$20,000;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors:

1. Directs the Auditor-Controller to reduce the Information Technology Assignment of the General Fund by \$20,000 (4/5 vote required) and amend the Fiscal Year 2012-13 Information Systems budget as follows:

Increase:

0101-11007-531-8000	521520	Professional Services	\$20,000
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2. Authorizes the Purchasing Agent to execute amendment No. 1 to Contract PESF2284 with Granicus, Inc. to provide for the additional upfront and ongoing maintenance cost for the Granicus Legislative Management, Meeting Efficiency, and Citizen Participation Suites.

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AMENDMENT #1 TO CONTRACT NO. PESF2284 WITH GRANICUS, INC.

THIS AMENDMENT is executed this _____ day of _____, 2013 by and between GRANICUS, INC. (Contractor) and the COUNTY OF NEVADA (County). Said Amendment will amend the prior agreement between the parties entitled MANAGED SERVICES FOR GRANICUS MEDIA MANAGER AND ECOMMENT executed on July 25, 2012.

WHEREAS, the parties desire to amend their agreement to allow or provide for the procurement of additional products and services, namely the Legislative Management, Meeting Efficiency, and Citizen Participation software suites and related implementation and support services; and

WHEREAS, the County desires to obtain, and the Contractor desires to provide, support services through June 30, 2014;

NOW, THEREFORE, the parties hereto agree as follows:

1. That this amendment shall be effective as of May 28, 2013.
2. That the Schedule of Services, Exhibit "A" is amended by adding the following:

Contractor shall provide software and related project management, installation, configuration, and training services for the Legislative Management, Meeting Efficiency, and Citizen Participation software suites as described in Contractor's proposal dated April 30, 2013.
3. That the Schedule of Charges and Payments, Exhibit B is revised, with the Revised Exhibit B attached hereto.
4. That the maximum contract price at §2 is increased by \$46,951, from \$12,249 to \$59,200.
5. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

COUNTY OF NEVADA

By: _____
Mary Hall Ross
Purchasing Agent

CONTRACTOR:

By: _____

Contract #PESF2284
REVISED EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS

Legislative Management, Meeting Efficiency, Citizen Participation

Project Management: \$200 per hour for up to 25 hours	\$5,000
Installation and Configuration: \$200 per hours for up to 15 hours	\$3,000
Legislative Management training for 12 Administrators And 12 Drafters and Approvers: 3.5 days at \$1,700 per day	\$5,950
Travel expenses	<u>\$1,000</u>

Total upfront cost for Legislative Management, Meeting Efficiency, Citizen Participation	\$14,950
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Contingency allowance for additional services that may be requested by the County during the implementation	\$5,000
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Support and Managed Service Fees

A. Media Manager/Media Vault:

7/1/2012 until initiation of fees for B below: \$995.69 per month
Effective with initiation of fees for B below, through 6/30/2014: \$1,000 per month

Bill (A) to: Donna Landi
Clerk of the Board of Supervisors
950 Maidu Avenue
Nevada City, CA 95959

B. Legislative Management, Meeting Efficiency, Citizen Participation
and Open Platform and Transparency Suite

Support and maintenance fees of \$1,250 will be paid upon completion of the
installation, configuration and training of the Legislative Management, Meeting
Efficiency, and Citizen Participation Suites.

C. Open Platform and Transparency Suite:

7/1/12 through 12/31/12: fee waived
1/1/13 until implementation of item B above: \$50 per month

Bill (B and C) to: IGS Accounting
County of Nevada
950 Maidu Avenue
Nevada City, CA 95959

Contractor will invoice County on a quarterly basis at the beginning of the quarter for which the billed services will be provided.

County agrees to pay all invoices from Contractor within thirty (30) days of receipt of invoice. Arrangements may be made for payment by electronic funds transfer if requested by Contractor.