

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19004

Sponsor(s): Crystal Williams, Theresa Galvin

Date: November 16, 2015

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$218,474.88 within the Health Fund and authorizing the purchase of Software as a Sole Source; and for the repair existing facilities and purchase of equipment and supplies under existing County Term and Supply Contracts for the Medical Examiner's Office.</u></p>																																								
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$218,474.88</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$218,474.88</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$218,474.88</td> </tr> <tr> <td>Source of funding (name of fund) and account code number</td> <td></td> </tr> <tr> <td>FROM:</td> <td></td> </tr> <tr> <td>002-5102-56790 Health Fund, Non-Departmental, Other Contractual Services</td> <td style="text-align: right;">\$218,474.88</td> </tr> <tr> <td>TO:</td> <td></td> </tr> <tr> <td>002-5102-58170 Health Fund, Non-Departmental, Other Equipment</td> <td style="text-align: right;">\$ 28,936.38</td> </tr> <tr> <td>002-5102-58171 Health Fund, Non-Departmental, Personal Computers</td> <td style="text-align: right;">\$ 1,082.09</td> </tr> <tr> <td>002-5102-58020 Health Fund, Non-Departmental, Building and Improvements</td> <td style="text-align: right;">\$ 23,131.60</td> </tr> <tr> <td>002-5102-58150 Health Fund, Non-Departmental, Office Furniture</td> <td style="text-align: right;">\$ 11,539.07</td> </tr> <tr> <td>002-5102-58120 Health Fund, Non-Departmental, Vehicles</td> <td style="text-align: right;">\$ 35,915.74</td> </tr> <tr> <td>002-5102-56661 Health Fund, Non-Departmental, Software Purchases</td> <td style="text-align: right;">\$117,870.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$218,474.88</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$218,474.88	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$218,474.88	Amount budgeted for this item * (including transfers):	\$218,474.88	Source of funding (name of fund) and account code number		FROM:		002-5102-56790 Health Fund, Non-Departmental, Other Contractual Services	\$218,474.88	TO:		002-5102-58170 Health Fund, Non-Departmental, Other Equipment	\$ 28,936.38	002-5102-58171 Health Fund, Non-Departmental, Personal Computers	\$ 1,082.09	002-5102-58020 Health Fund, Non-Departmental, Building and Improvements	\$ 23,131.60	002-5102-58150 Health Fund, Non-Departmental, Office Furniture	\$ 11,539.07	002-5102-58120 Health Fund, Non-Departmental, Vehicles	\$ 35,915.74	002-5102-56661 Health Fund, Non-Departmental, Software Purchases	\$117,870.00	Total	\$218,474.88										
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____ Prior resolutions and (date): _____</p>																																								
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>																																								
REQUEST SUMMARY	<p>The Medical Examiner's Office would like to transfer funds within the Health Fund to purchase software, equipment and supplies; and to make repairs of existing facilities as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Vendor</th> <th>Contract Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01.</td> <td>Dictation/Transcription Equipment</td> <td>Electronic Office</td> <td>N/A</td> <td style="text-align: right;">\$ 3,293.00</td> </tr> <tr> <td>02.</td> <td>Avaya Phones</td> <td>World Wide Tech</td> <td>C211034001</td> <td style="text-align: right;">\$ 9,090.21</td> </tr> <tr> <td>03.</td> <td>Cameras</td> <td>World Wide Tech</td> <td>C211034001</td> <td style="text-align: right;">\$ 11,805.28</td> </tr> <tr> <td>04.</td> <td>Tool Cabinets</td> <td>Grainger</td> <td>GRAINGER 141003</td> <td style="text-align: right;">\$ 4,747.89</td> </tr> <tr> <td>05.</td> <td>Computer</td> <td>Dell</td> <td>MNWNC108</td> <td style="text-align: right;">\$ 952.09</td> </tr> <tr> <td>06.</td> <td>Computer Monitor</td> <td>World Wide Tech</td> <td>C211034001</td> <td style="text-align: right;">\$ 130.00</td> </tr> <tr> <td>07.</td> <td>Door Release</td> <td>Teds Systems</td> <td>21-15</td> <td style="text-align: right;">\$ 753.00</td> </tr> </tbody> </table>	No.	Description	Vendor	Contract Number	Amount	01.	Dictation/Transcription Equipment	Electronic Office	N/A	\$ 3,293.00	02.	Avaya Phones	World Wide Tech	C211034001	\$ 9,090.21	03.	Cameras	World Wide Tech	C211034001	\$ 11,805.28	04.	Tool Cabinets	Grainger	GRAINGER 141003	\$ 4,747.89	05.	Computer	Dell	MNWNC108	\$ 952.09	06.	Computer Monitor	World Wide Tech	C211034001	\$ 130.00	07.	Door Release	Teds Systems	21-15	\$ 753.00
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08.	Door Bell for Reception	Teds Systems	21-15	\$ 719.60
09.	Awning for Back Entry	Tent & Awning	N/A	\$ 5,000.00
10.	Installation of New Phone Lines	RF Fisher	43-11A	\$ 1,830.00
11.	Reception Area Construction	Camam	73-13	\$ 9,829.00
12.	Iron work on Racks in Cooler	Brink-Oetters	N/A	\$ 5,000.00
13.	Door and Chair Mats	Phoenix	1-15B	\$ 1,327.07
14.	Office Furniture	Phoenix	1-15B	\$ 8,416.50
15.	Wire Storage Racks	Phoenix	1-15B	\$ 1,795.50
16.	2016 Ford Explorer	Dick Smith Ford	251-14-3	\$ 35,915.74
17.	Software Updates	VertiQ	Sole Source	\$117,870.00
	Total			\$218,474.88

Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing the purchase of Software Updates for the Medical Examiner's Office from VertiQ as a Sole Source. VertiQ is the provider of the Software utilized by the Medical Examiner's Office and would be the only available source for software updates.

Purchase of the Phones, Cameras, Tool Cabinets, Computers, Security Equipment, Office Equipment, Vehicle and Repairs to the Existing Facility are to be made under existing County Term and Supply Contracts.

The Director of Finance and Purchasing also requests the transfer of \$218,474.88 within the Health Fund as follows:

	FROM:	TO:
002-5102-56790 Health Fund, Non-Departmental, Other Contractual Service	\$218,474.88	
002-5102-58170 Health Fund, Non-Departmental, Other Equipment		\$ 28,936.38
002-5102-58171 Health Fund, Non-Departmental, Personal Computers		\$ 1,082.09
002-5102-58020 Health Fund, Non-Departmental, Buildings & Improvements		\$ 23,131.60
002-5102-58150 Health Fund, Non-Departmental, Office Furniture		\$ 11,539.07
002-5102-58102 Health Fund, Non-Departmental, Vehicles		\$ 35,915.74
002-5102-56661 Health Fund, Non-Departmental, Software Purchases		\$ 117,870.00

CLEARANCE

- Tax Clearance Completed (Purchasing & Department)
- Business License Verified (Purchasing & Department)
- Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)

ATTACHMENTS

Memorandum from Kandi Brooke, Administrative Supervisor for the Medical Examiner's Office and Quotes for purchases

REVIEW

Department Director:	<i>Diane Stinson MD</i>	Date:	<i>10/30/2015</i>
Finance (Budget Approval): If applicable	<i>Mary Rasmussen</i>	Date:	<i>11/2/15</i>
Division Manager:	<i>Mary Jo Brown</i>	Date:	<i>11/10/15</i>
County Counselor's Office:		Date:	

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note: Jackson County, Missouri

Funds sufficient for this transfer are available from the sources indicated below.

<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
Health Fund - 002			
5102 - Non-Departmental	56790 - Other Contractual Services	218,474.88	
5102 - Non-Departmental	58170 - Other Equipment		28,936.38
5102 - Non-Departmental	58171 - PC's and Accessories		1,082.09
5102 - Non-Departmental	58020 - Buildings & Improvements		23,131.60
5102 - Non-Departmental	58150 - Office Furniture & Fixtures		11,539.07
5102 - Non-Departmental	58120 - Vehicles		35,915.74
5102 - Non-Departmental	56661 - Software Purchase		117,870.00
		218,474.88	218,474.88

Mary Rasmussen
Budgeting



VertiQ Software LLC
 135 E. Main Ave., Suite 150
 P. O. Box 787 (Mailing Address)
 Morgan Hill, CA 95037

Phone: 408-778-0608
 Fax: 408-782-0850

**Quotation for Jackson County Medical Examiner
 Upgrade to CME-V3 Hosted**

Product: CME-V3 Hosted

DURATION OF TERM

Customer agrees to an initial Term of 1 year (12 months), during which no rate or fee increases shall occur unless additional users are added. CME Hosted customer's annual usage fee includes VertiQ Updates to the application, initial training (as outlined in itemized services), ongoing support of the Product and set up specifically for your agency.

Additional Software License Fees for CME-V3

<u># of Concurrent Users</u>	<u>One-Time License Fee</u>
Up to 5 Additional Users	\$10,500
Up to 10 Additional Users	\$20,500

<u># of Users</u>	<u>Annual Hosted Fee</u>
25 Users	\$16,500
30 Users	\$19,800
35 Users	\$23,100
Legacy Images Hosted Storage Fees – not to exceed 2 Tb	\$ 9,870

DATA STORAGE LIMITS:

CME Hosted provides storage based on 3.15 Gb per user for the term of the contract. This fee is subject to change and will be based on number of users, number of cases and number of images stored on the hosted server.

INCLUDED SERVICES

- Logos and Personnel report alterations specific to your agency
- System Administrator training via WebEx for up to 8 hours will allow you to:
 - Set up users and roles
 - Create menus for all roles
 - Create Customized drop down lists for all drop downs
 - Create and edit system help, tooltip and captions
 - Overview of the application

ADDITIONAL SERVICES

There may be a need to provide additional services for you. These services will be quoted separately at our current per diem rate of \$1400 or \$175/hour. Payment for services is due upon completion of the specific service item and receipt of invoice.

Conversion: VertiQ will map the data elements from your current CME system to the fields existing in the CME-V3 database. The data should be clean prior to submission to VertiQ for mapping. VertiQ will perform a trial conversion of the existing data for your review in the CME-V3 application. Prior to the final conversion you will be required to sign off on the converted

data and system changes.

Customization: Upon further review of the CME-V3 system, you may want to implement some modifications. Such modifications upon review will be completed by VertiQ at our per diem rate. Customization will require establishment of an SOW (Statement of Work) to be approved by both parties. Upon establishment of an SOW, development will be scheduled and then installed on the hosted server. VertiQ will allow you 15 days to review the modifications for sign off once it has been installed on your server. If you are non-responsive, it will be assumed to be approved and you will be invoiced for services performed.

Report development: We support the use of Microsoft SQL Reporting Services (SRS) for report development. CME includes a set of "canned" reports. Any additional reports deemed necessary by you will be developed by VertiQ and will be chargeable.

Purpose: this project is to provide an upgrade to Jackson County ME to the most current version of CME, CME-V3.2. This version is a completely new architecture for a mobile based application.

We are offering 2 hosted options for Jackson County ME to be considered for services in connection with the data conversion and development options to the upgrade:

1. Installing the CME-V3 version in a hosted environment as is **without** migrating legacy images and customizing it with elements that you may want from your existing CME that are not currently in CME-V3 or new customization you may warrant (**this quotation will require review of the application and an established SOW of the requirements necessary to implement existing configuration and potential new configuration of the CME-V3 application**)
2. Installing the CME-V3 version in a hosted environment as is **with** legacy images and customizing it with elements that you may want from your existing CME that are not currently in CME-V3 or new customization you may warrant (**this quotation will require review of the application and an established SOW of the requirements necessary to implement existing configuration and potential new configuration of the CME-V3 application**)

Costs represent the services associated with this upgrade and were based on the following criteria:

Project Services	Days	Costs
Install included	1	1400
CONVERSION		
SSIS Kit database conversion	15	21000
Image conversion	1	1400
Document conversion	1	1400
DEVELOPMENT		
State Death Certificate dev	2	2800
Project Management	1	1400
Testing	3	4200
System configuration	1	1400
TRAINING		
Sys Admin and end user Training	5	7000

Basic Conversion Costs	30	\$42,000
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Estimated Customization	Days	Costs
Prep for Kick-off meeting - Project Schedule - Work Plan	1	\$700
Kick-off meeting to review and finalize internal requirements	3	\$5,400
SOW Creation and sign off	6	\$8,400
Changes to SOW following review	2	\$2,800
Customize Case Management Module - this will be based on the results of the SOW	10	\$14,000
Report Development EST	7	9800
Review and corrections to forms creation	2	\$2,800
Test Plan and Scripts	2	\$2,800
Acceptance testing	2	\$2,800
Total Estimated Customization	35	\$49,500

This quotation is valid for 90 days from 10/30/2015

Payment Terms

1. Additional license fees are due upon installation of software.
2. Your Annual Hosted Fee shall be invoiced following go-live.
3. Payment for services is due upon completion of the specific service item and receipt of invoice.






All invoices from VertiQ shall be due and payable within thirty (30) days of the date of each invoice.

This quotation is valid for 90 days.

HARDWARE AND SOFTWARE REQUIRED:

Server Requirements: None – Fully Hosted

- **Workstations:**
 - *The client workstation or device should have installed the appropriated software in order to display, edit and/or print these files (PDF, Word, images, audio, video, etc) that may be stored or generated in the server.*
 - **Current Browser Support**

Browser (*) \ OS	Windows	Mac OS	Linux	Mobile
 Internet Explorer 11.0+	-	-	-	<i>if HTML5 compliant</i>
 Firefox 3.6+	3.6+	3.6+	3.6+	<i>if HTML5 compliant</i>
 Chrome 20+	20+	20+	20+	<i>if HTML5 compliant</i>
 Opera 10+	10+	10+	10+	<i>if HTML5 compliant</i>
 Safari 4.0+	4.0+	4.0+	-	<i>if HTML5 compliant</i>

*** Notes:**

- *Browser with no HTML 5 support you will be message the browser is not supported.*
 - *Browser must have Javascript support enabled*
 - *Browsers in Beta stage are not supported*
 - *Discontinued browsers (IE for Mac, Netscape) are not supported*
- The client workstation should have installed the appropriated software in order to display, edit and/or print files (PDF, Word, images, etc) that may be stored or generated in the server.*



**VertiQ
Software
LLC**

VertiQ Software LLC
135 E. Main Ave., Suite 150
P. O. Box 787 (Mailing Address)
Morgan Hill, CA 95037
Phone: 408-778-0608
Fax: 408-782-0850

Res. 19004

Quotation for Jackson County Medical Examiner Upgrade to CME-V3 In-house

The purpose of this project is to upgrade Jackson County OME to the most current version of CME, CME-V3 for its in-house server.

Additional Licenses for an in-house system costs are as follows:

<u># of Concurrent Users</u>	<u>One-Time License Fees</u>	<u>Annual Maintenance Costs</u>
Up to 5 Additional Users	\$10,500	\$2,100
Up to 10 Additional Users	\$20,500	\$4,100

ADDITIONAL SERVICES

There may be a need to provide additional services for you. These services will be quoted separately at our current per diem rate of \$1400 or \$175/hour. Payment for services is due upon completion of the specific service item and receipt of invoice.

Conversion: VertiQ will map the data elements from your current CME system to the fields existing in the CME-V3 database. The data should be clean prior to submission to VertiQ for mapping. VertiQ will perform a trial conversion of the existing data for your review in the CME-V3 application. Prior to the final conversion you will be required to sign off on the converted data and system changes.

Customization: Upon further review of the CME-V3 system, you may want to implement some modifications. Such modifications upon review will be completed by VertiQ at our per diem rate. Customization will require establishment of an SOW (Statement of Work) to be approved by both parties. Upon establishment of an SOW, development will be scheduled and then installed on the hosted server. VertiQ will allow you 15 days to review the modifications for sign off once it has been installed on your server. If you are non-responsive, it will be assumed to be approved.

Report development: We support the use of Microsoft SQL Reporting Services (SRS) for report development. CME includes a set of "canned" reports. Any additional reports deemed necessary by you will be developed by VertiQ and will be chargeable.

Purpose: this project is to provide an upgrade to Jackson County ME to the most current version of CME, CME-V3.2. This version is a completely new architecture for a mobile based application.

We are offering 2 options for your consideration for services in connection with the data conversion and development options to the upgrade:

1. Installing the CME-V3 version as is utilizing CME-V3 and CME-V3 Reports
2. Installing the CME-V3 version as is and customizing it with elements that you may want from your existing CME that are not currently in CME-V3 or new customization you may warrant (**this quotation will require review of the application and an established SOW**)

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Costs for the services associated with this upgrade and were based on the following criteria:

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Customize Case Management Module - this will be based on the results of the SOW	10	\$14,000
Report Development EST	7	9800
Review and corrections to forms creation	2	\$2,800
Test Plan and Scripts	2	\$2,800
Acceptance testing	2	\$2,800
Total Estimated Customization	35	\$49,500

This quotation is valid for 45 days from 10/30/2015