REQUEST FOR LEGISLATIVE ACTION

EXECUTIVE ACTION

JUL 24 2019

SUBJECT	**Action Requested** ☒ Resolution ☐ Ordinance Project/Title: <u>Authorizing the Creation of a GIS Strategic Plan for Jackson County by Pro West under GSA Contract 47QTCA18D00AS. This is needed to guide the County GIS to meet current and future needs. This will identify needs of each department and allow GIS staff to serve the needs of each department to the full extent of their ability</u>
BUDGET INFORMATION *To be completed By Requesting Department and Finance*	<table><tr><td>Amount authorized by this legislation this fiscal year:</td><td>$54,548.72</td></tr><tr><td>Amount previously authorized this fiscal year:</td><td>$0</td></tr><tr><td>Total amount authorized after this legislative action:</td><td>$54,548.72</td></tr><tr><td>Amount budgeted for this item * (including transfers):</td><td>$54,548.72</td></tr><tr><td>Source of funding (name of fund) and account code number: 001-1305-6790 General Fund, Information Technology, Other Professional Services</td><td>$54,548.72</td></tr></table>OTHER FINANCIAL INFORMATION: ☐ No budget impact (no fiscal note required) ☐ Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date):
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Craig Reich, Senior Buyer, 881-3265
REQUEST SUMMARY	There are large investments of time and money in GIS as part of Jackson County's Enterprise System. A plan for existing and future GIS growth and operation is imperative. The changes in technology are moving at a very rapid pace. The need for specialized services to help direct and guide GIS to meet the current and future needs of the County is a top priority. System architecture, special data models as well as enterprise solution are in need of updating to meet the future demands of the enterprise GIS. Each Department has vastly different GIS needs. Identifying those needs could take many hours for GIS staff to learn departmental standards. We would like PRO-WEST to do a complete County-wide needs assessment and implementation plan to support current and future enterprise GIS operations. <table><tr><td>Vendor Name and Location</td><td>Amount</td></tr><tr><td>PRO-WEST</td><td>$54,548.72</td></tr><tr><td>Total</td><td>$54,548.72</td></tr></table> Pursuant to Section 1030.2, Acquisition From Other Government, of the Jackson County Code,. The Director of Finance and Purchasing recommends the Adoption of The Strategic Plan for GIS by PRO-WEST for the use by IT/GIS Department at a total cost to the County of $54,548.72.
CLEARANCE	☐ Tax Clearance Completed (Purchasing & Department) N/A ☒ Business License Verified (Purchasing & Department) ☐ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A
COMPLIANCE	☐ MBE Goals N/A ☐ WBE Goals N/A

	☐ VBE Goals N/A	
ATTACHMENTS	Information Technology Memorandum and vendor's invoices	
REVIEW	Department Director: _MA_	Date: 7/23/2019
	Finance (Budget Approval): _____ *If applicable*	Date: 7/24/19
	Division Manager: _____	Date: 7/25/19
	County Counselor's Office: _____	Date: 8/1/19

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:

This expenditure was included in the Annual Budget.

PC# _____

Date: July 24, 2019

RES # __20214__

Department / Division	Character/Description	Not to Exceed
001 **General Fund**		
1305 Information Technology	56790 Other Contractual Services	$ 54,549
		$ 54,549

Budget Officer   7/24/19

To: **CRAIG REICH, SENIOR BUYER**

FROM: **MICHAEL ERICKSON, DIRECTOR OF IT AND GIS**

DATE: **OCTOBER 26, 2018**

RE: REQUEST FOR AN RLA TO HAVE PRO-WEST CREATE A JACKSON COUNTY GIS STRTATEGIC PLAN

 THERE ARE LARGE INVESTMENTS OF TIME AND MONEY IN GIS AS PART OF JACKSON COUNTY'S ENTERPRISE SYSTEM. A PLAN FOR EXISTING AND FUTURE GIS GROWTH AND OPERATIONS IS IMPERATIVE. THE CHANGES IN TECHNOLOGY ARE MOVING AT A VERY RAPID PACE. THE NEED FOR SPECIALIZED SERVICES TO HELP DIRECT AND GUIDE GIS TO MEET THE CURRENT AND FUTURE NEEDS OF THE COUNTY IS A TOP PRIORITY. SYSTEM ARCHITECTURE, SPACIAL DATA MODELS AS WELL AS ENTERPRISE SOLUTIONS ARE IN NEED OF UPDATING TO MEET THE FUTURE DEMANDS OF THE ENTERPRISE GIS. EACH DEPARTMENT HAS VASTLY DIFFERENT GIS NEEDS. IDENTIFYING THOSE NEEDS COULD TAKE MANY HOURS FOR GIS STAFF TO LEARN DEPARTMENTAL STANDARDS. WE WOULD LIKE PRO-WEST TO DO A COMPLETE COUNTY-WIDE NEEDS ASSESSMENT AND IMPLEMENTATION PLAN TO SUPPORT CURRENT AND FUTURE ENTERPRISE GIS OPERATIONS.

COST OF THE PRO-WEST ASSESSMENT:

001-1305-6790 $54,548.72

PROJECT ESTIMATE

Jackson County, Missouri

GIS Services

Date: 3-18-19

Client: Jackson County IT Department

Complete a countywide Needs Assessment and Implementation Plan to support current and future Enterprise GIS implementation.

Pro-West & Associates Project Manager: Kendis Scharenbroich
Phone: 320-207-6861
Email: kscharen@prowestgis.com

Client Project Manager: TBD
Phone:
Email:

Project Schedule: TBD

1.   Coordinate staff schedule and conference room logistics for onsite visit
2.   Participate in conference calls
3.   Review plan documentation within three weeks of receiving the draft

*If assistance is needed with client responsibilities, additional costs may apply

PRO WEST
& ASSOCIATES

Kick-Off Call and Pre Onsite Planning

1. **Kick-off conference call** – Pro-West would host a call with the County after the contract is signed, to be attended by Pro-West technical staff and County stakeholders

2. **Identify and clarify stakeholders** – Pro-West and the County will verify the project team, staff roles, and contact information during this call.

3. **Define communication plan for the project** – emails, phone calls, and project documentation

4. **Plan for on-site needs assessment**
   a. *Departments and staff participation*
      i. Identify departments to be included in on-site meetings
         a. PWA assumes up to 16 departments may be participating over a week long time period
      ii. Identify staff within those departments that will attend the on-site meetings
         a. Departments with high GIS use such as Assessing, Economic Development, Park & Rec, and Public Works would require 2hrs for an on-site session
         b. Departments with a traditionally lower use of GIS such as the Health Department would require a 1 hour session
      iii. If there are departments that cannot make a session during the three days onsite, Pro-West will accommodate a follow-up online meeting with those departments within 2 weeks of being on-site
      iv. Pro-West will provide information for County stakeholders to review and send to departments to prepare for Pro-West's on-site visit
         a. If possible, prior to the on-site visit, Pro-West would like a list of the GIS data currently being managed by each department. If GIS/IT staff have this list or a start to this list, Pro-West can use it.
   b. *Timeline*
      i. Pro-West would provide available on-site dates to the County
      ii. The County stakeholders would coordinate with the departments involved to schedule sessions on the dates suggested by Pro-West
      iii. Pro-West requests a single conference room to hold interviews. This maximizes the amount of time spent with staff
   c. *Results* – Pro-West will identify topics to be covered during the on-site visit. Below is a sample list. The County and Pro-West would sign off on the topics prior to the on-site visit.
      i. System architecture and design
         a. Software including licensing recommendations
         b. Hardware
         c. This will be covered in a discussion with GIS/IT staff
      ii. External/third party system usage: system integration
      iii. Map use within the departments
      iv. Data needs – needs, updates, accuracy, system integration needs

        v.   Application/solution needs
- a. Internal – departmental
- b. Internal – interdepartmental
- c. Mobile
- d. HUB
- e. Public facing

5. **Preparation work for Pro-West and County stakeholders** – Pro-West will ask County stakeholders/Project Manager to coordinate logistics with departments to:

   a. Clarify which department can meet on which day during which timeframe
   b. Identify any departments that may need Pro-West "at" their office, such as Water Works
   c. Determine logistics (conference rooms, wifi, etc.)

On-site GIS Needs Assessment
Pro-West will be on-site for five days during the needs assessment project phase. Pro-West assumes that department sessions will occur between 8:00am and 4:30pm. Pro-West will host a 1-hour kick off session prior to interviews starting and a 1-hour closing session on the fifth day for County stakeholders to recap the visit and next steps. One or more County stakeholders are welcome to attend one or more department sessions. Pro-West will provide supporting demonstrations during sessions to facilitate conversation.

While onsite, Pro-West will include conversations regarding Cartegraph and GIS integration, as well as overall utility GIS data needs and management. Esri's HUB will also be discussed to identify current and future needs.

Needs Assessment/Implementation Document
Pro-West will deliver a document that outlines feedback gathered from the departments. The document will include:

1. **Recommendations and Gap Analysis for:**
   - a. System architecture design
     1. Hardware, software and licensing recommendations
     2. A proposed system diagram will be included
     3. Security considerations
   - b. Spatial data models and standards
     1. Enterprise Geodatabase modeling recommendations
     2. Maintenance workflows (versioning, etc)
     3. Accuracy considerations
     4. System of record considerations
     5. Development and/or data enhancement recommendations
   - c. Recommendations for executing and/or planning for future system integrations
     1. Cartegraph
     2. Other, as determined during Needs Assessment
   - d. Enterprise geodatabase best practices
   - e. ArcGIS HUB recommendations
     1. Review of Initiatives
     2. Implementation recommendations

        f. Training and skill requirements
            i.   IT training
           ii.   GIS staff training
          iii.   End user training

2. **Cost estimates for all recommendations** – cost ranges will be supplied to implement proposed on-premise system architecture design including hardware/software costs and licensing considerations, as well as all other recommendations as appropriate. Additional scopes of work will be necessary to implement recommendations, per County needs.

3. **Resource considerations**
   a. Budget resources and planning
   b. Staff resources and growth planning

4. **Application/solution recommendations**
   a. Pro-West will outline high priority solution needs for the organization and for each department
   b. ArcGIS Online recommendations
   c. Mobile solution recommendations
   d. COTS vs. custom solutions

5. **Return on Investment** – Pro-West will outline ROI for the County and/or departments based on the results of the on-site visit

6. **Risk Assessment** – identify risks and mitigation for implementation recommendations

Document Review & Edits
1. Pro-West will send the document to County stakeholders and will set up a call to review the document and address the County's questions
2. Pro-West will discuss appropriate implementation phases
3. After the call to review, Pro-West will make any required edits to the document and will provide the County with a final document

County Board Presentation
Pro-West will be on-site to present the final, approved Needs Assessment and Implementation Plan to the County Board.

Sample Needs Assessment and Implementation Table of Contents

COST ESTIMATE

$54,548.72

Contract Vehicle

The County will be using the Pro-West's GSA contract and escalated rates to facilitate task orders. Project will be completed using Year 2 rates.

GSA contract number 47QTCA18D00AS

If the scope, objectives, or timeline change significantly before the project is completed, we will agree to discuss any necessary modifications to our agreed-upon fee or to the scope, objectives, or timeline of the project.

* Payment is due within 45 days of an invoice date. If payments are not received within 45 days of the invoice date, a late fee of 1.5% of the invoice amount will be charged for each 45 day cycle that the payment is late.

*** 3% convenience fee will be added for payment by credit card*

To proceed with the described services in this estimate, please sign and date below and return to the Project Manager listed above.

CLIENT
Acceptance Signature:

_____Date:_____

Pro-West & Associates
Signature:

_____Date:_____

Estimate valid for 90 days