

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:  
 Res/Ord No.: 20408  
 Sponsor(s): Charlie Franklin  
 Date: April 20, 2020

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance  Project/Title: Requesting approval to pay Civic Plus for 2020 Jackson County web site hosting.											
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="332 464 1421 646"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$39,470</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>\$39,470</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$39,470</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 001-1305-56662 General Fund, Information Technology, Software Maintenance</td> <td>\$39,470</td> </tr> </table> <p>OTHER FINANCIAL INFORMATION:</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: _____  Prior Year Budget (if applicable): \$37,590 Prior Year Actual Amount Spent (if applicable): \$37,590		Amount authorized by this legislation this fiscal year:	\$39,470	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$39,470	Amount budgeted for this item * (including transfers):	\$39,470	Source of funding (name of fund) and account code number: 001-1305-56662 General Fund, Information Technology, Software Maintenance	\$39,470
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PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): 20103, March 1, 2019; 18729, 2/17/2015;											
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Craig Reich, Senior Buyer, 881-3265											
REQUEST SUMMARY	The IT Department is requesting authorization to pay Civic Plus \$39,470 for hosting the Jackson County Web Site for the year 2020. <table border="1" data-bbox="332 1087 1421 1186"> <thead> <tr> <th>Vendor Name and Location</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Civic Plus, Manhattan, KS</td> <td>\$39,470</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$39,470</b></td> </tr> </tbody> </table>		Vendor Name and Location	Amount	Civic Plus, Manhattan, KS	\$39,470	<b>Total</b>	<b>\$39,470</b>				
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Civic Plus, Manhattan, KS	\$39,470											
<b>Total</b>	<b>\$39,470</b>											
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A											
COMPLIANCE	<input type="checkbox"/> MBE Goals N/A <input type="checkbox"/> WBE Goals N/A <input type="checkbox"/> VBE Goals N/A											
ATTACHMENTS	Information Technology Memorandum, Affidavit, and vendor's invoices											
REVIEW	<table border="1" data-bbox="332 1568 1505 1810"> <tr> <td>Department Director: <i>[Signature]</i></td> <td>Date: 3/30/2020</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td> <div style="border: 1px solid green; padding: 2px; display: inline-block;"> <b>APPROVED</b>            By Mark Lang at 4:13 pm, Mar 31, 2020         </div> </td> </tr> <tr> <td>Division Manager: <i>[Signature]</i></td> <td>Date: 4/1/2020</td> </tr> <tr> <td>County Counselor's Office: <i>[Signature]</i></td> <td>Date: 4/1/20</td> </tr> </table>		Department Director: <i>[Signature]</i>	Date: 3/30/2020	Finance (Budget Approval): <i>If applicable</i>	<div style="border: 1px solid green; padding: 2px; display: inline-block;"> <b>APPROVED</b>            By Mark Lang at 4:13 pm, Mar 31, 2020         </div>	Division Manager: <i>[Signature]</i>	Date: 4/1/2020	County Counselor's Office: <i>[Signature]</i>	Date: 4/1/20		
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County Counselor's Office: <i>[Signature]</i>	Date: 4/1/20											

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.**

<b>Account Number:</b>	<b>Account Title:</b>	<b>Amount Not to Exceed:</b>

- 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: March 30, 2020

RES # 20408

<u>Department / Division</u>	<u>Character/Description</u>	<u>Not to Exceed</u>
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**001 General Fund**

1305 Information Technology	56662 Software Maintenance	\$ 39,470
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**APPROVED**  
By Mark Lang at 3:13 pm, Mar 30, 2020

\$ 39,470

\_\_\_\_\_  
Budget Office



**Department of  
INFORMATION TECHNOLOGY  
JACKSON COUNTY, MISSOURI**

816-881-3151

415 EAST 12TH STREET, ROOM G-8  
KANSAS CITY, MO 64106

**TO: CRAIG REICH, SENIOR BUYER**

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

**DATE: FEBRUARY 12, 2020**

**RE: RLA FOR APPROVAL TO PAY CIVIC PLUS FOR THE 2020 WEBSITE HOSTING.**

**PLEASE GENERATE AN RLA TO REQUEST APPROVAL TO PAY CIVIC PLUS FOR THE 2020 JACKSON COUNTY WEB SITE HOSTING. CIVIC PLUS IS OUR WEB SITE HOSTING VENDOR. OUR ANNUAL MAINTENANCE FOR 2020 IS \$39,469.77. THEY HAVE COMPLETED COMPLIANCE FOR JACKSON COUNTY. I HAVE ATTACHED A COPY OF THEIR MISSOURI AFFIDAVIT AND A COPY OF THE 2020 INVOICE. THE FUNDS WILL COME OUT OF 001/1305/6662.**

This is a sole source request of proprietary software that can only be maintained by Civic Plus.



# Invoice

#196634

**NEW REMITTANCE ADDRESS  
(FOR PAYMENTS ONLY)**  
CivicPlus  
PO Box 1572  
Manhattan KS 66505

3/18/2020

PO #

**Bill To**

Michael Ohlson-Dicus  
Jackson County  
415 East 12th Street, Room G8  
Kansas City MO 64106

**TOTAL DUE**

## \$39,469.77

**Due Date: 4/17/2020**

<b>Terms</b>	<b>Due Date</b>	<b>PO #</b>	<b>Approving Authority</b>
Net 30	4/17/2020		

Qty	Item	Start Date	End Date	Amount
1	CivicSend Annual Renewal	3/18/2020	3/17/2021	\$5,463.70
1	Website Annual Fee Renewal for Website Hosting & Support	3/18/2020	3/17/2021	\$19,011.73
1	Prosecutor Subsite Annual Fee Renewal for Website Hosting & Support	3/18/2020	3/17/2021	\$1,914.42
1	Sheriff Subsite Annual Fee Renewal for Website Hosting & Support	3/18/2020	3/17/2021	\$1,914.42
1	Parks and Rec Subsite Annual Fee Renewal for Website Hosting & Support	3/18/2020	3/17/2021	\$1,914.42
1	Combat Subsite Annual Fee Renewal for Website Hosting & Support	3/18/2020	3/17/2021	\$1,914.42
1	Intranet Subsite Annual Fee Renewal for Website Hosting & Support	3/18/2020	3/17/2021	\$1,914.42
1	Annual Fee for Website Media Center Storage.	3/18/2020	3/17/2021	\$1,215.51
1	Custom Mobile App Annual Fee	3/18/2020	3/17/2021	\$2,370.24
1	LDAP Annual Fee	3/18/2020	3/17/2021	\$364.65
1	Dedicated Server - jacksongov.org - Makeyourdayhere.com - jacksoncountycombat.com - jacksoncountysheriff.org - jacksoncountyprosecutor.com - jcoolaccess.org	3/18/2020	3/17/2021	\$1,389.15
1	Unlimited CRT Admin Users Licenses	3/18/2020	3/17/2021	\$0.00
1	Website Recurring Redesign Annual Fee	3/18/2020	3/17/2021	\$0.00
1	SSL Certificate Annual Fee jcoolaccess.org	3/18/2020	3/17/2021	\$82.69

**Total** \$39,469.77

**Due** \$39,469.77

A finance charge of 1.5% per month will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s). If you have any questions, please contact [accounting@civicplus.com](mailto:accounting@civicplus.com) or 888-228-2233 ext. 291. Please retain this statement for your records. Thank you!

Jackson County, Missouri

**AFFIDAVIT**

STATE OF Kansas )  
 ) SS.  
COUNTY OF Riley )

Jeff Logan of the City of Manhattan  
County of Riley State of Kansas being duly sworn on her or his oath, deposes and says;

1. That CivicPlus, LLC the VP of Sales (Title of Affiant) of CivicPlus, LLC (Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.

2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).

3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.

4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2019 any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.

5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.

6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties; or the State of Missouri and City of Kansas City, Missouri Debarment List

7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

CivicPlus, LLC (Name of Bidder)  
By: [Signature] (Signature of Affiant)  
VP of Sales (Title of Affiant)

Subscribed and sworn to before me this 12 day of February, 2020

Linda J. Decker

NOTARY PUBLIC in and for the County of Riley (SEAL)

State of Kansas

My Commission Expires: 5/24/2023

