

Request for Legislative Action

Resolution No. 21333
Sponsor: Donna Peyton
Date: July 10, 2023

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21333
Sponsor(s):	Donna Peyton	Legislature Meeting Date:	7/10/2023

Introduction

Action Items: ['Authorize']

Project/Title:

Authorizing the purchase of software maintenance services for the purposes of hosting, providing security, and redesigning the COMBAT website.

Request Summary

CivicPlus, located in Manhattan, KS, has provided the content management system (CMS) for jacksoncountycombat.com since 2015. COMBAT's communications administrator has become proficient in using this platform to maintain and expand COMBAT's website. Presently, the CivicPlus platform is being used to redesign jacksoncountycombat.com, so that it will feature sub-sites for Prevention, Treatment and Justice, giving COMBAT essentially five sites in one.

At this time, all of COMBAT's web content is housed with the CivicPlus CMS. It is used to manage COMBAT's community and customer e-mail lists and to send out its e-mail blasts to nearly 20,000 subscribers. CivicPlus also manages COMBAT's domain registration and SSL certifications.

The request is for approval to pay CivicPlus \$10,554, within the Anti-Crime Fund, Software Maintenance budget line (56662), for the annual hosting and security fees and the design services.

Pursuant to Sec. 1030.1 of the Jackson County Code, the requested software maintenance services must be purchased from CivicPlus to maintain continuity and stability of COMBAT's website, and should be considered a Sole Source. Additionally, because of the proprietary software, it can only be maintained by CivicPlus

Contact Information

Department:	COMBAT	Submitted Date:	5/9/2023
Name:	Keron E. Hopkins	Email:	KHopkins@jacksongov.org
Title:	Budget Coordinator	Phone:	816-881-1415

Budget Information

Amount authorized by this legislation this fiscal year:	\$10,554
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$10,554
Is it transferring fund?	No

Request for Legislative Action

Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
008 (Anti-Crime Sales Tax Fund)	4401 (COMBAT Administration)	56662 (Software Maintenance)	\$10,554

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Sole Source
Core 4 Tax Clearance Completed:	Not Applicable
Certificate of Foreign Corporation Received:	Not Applicable
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Sole Source	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none"> 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. 	

Request for Legislative Action

Submitted by COMBAT requestor: Keron E. Hopkins on 5/9/2023. Comments:

Approved by Department Approver Vince M. Ortega on 5/11/2023 3:50:54 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 5/12/2023 9:06:58 AM. Comments:

Returned for more information by Compliance Office Approver Jaime Guillen on 5/12/2023 10:45:47 AM. Comments: Vendor is does not have a current Certificate of Compliance. Renewal instructions for vendor will be sent to department.

Submitted by Requestor Keron E. Hopkins on 5/31/2023 2:45:55 PM. Comments: Informed by vendor that the compliance requirement has been completed 05/31/23.

Approved by Department Approver Vince M. Ortega on 6/23/2023 10:53:10 AM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 6/23/2023 12:55:34 PM. Comments:

Approved by Compliance Office Approver Jaime Guillen on 6/23/2023 2:42:37 PM. Comments:

Returned for more information by Budget Office Approver Mark Lang on 6/23/2023 2:59:35 PM. Comments: Please revise the budget info tab to use whole dollars only.

Submitted by Requestor Keron E. Hopkins on 6/26/2023 11:23:56 AM. Comments: As per Mark Lang's request, revised to use whole numbers for the request amount.

Approved by Department Approver Vince M. Ortega on 6/26/2023 12:01:04 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 6/27/2023 9:57:55 AM. Comments:

Approved by Compliance Office Approver Jaime Guillen on 6/27/2023 12:37:53 PM. Comments:

Approved by Budget Office Approver Mark Lang on 6/27/2023 2:02:27 PM. Comments:

Approved by Executive Office Approver Sylvia Stevenson on 6/28/2023 12:28:16 PM. Comments:

July 6, 2023

eRLA #913

Page 3 of 3

Approved by Counselor's Office Approver Jamesia Manning on 7/6/2023 2:37:10 PM. Comments:

Fiscal Note:

This expenditure was included in the Annual Budget.

PC# 440123010 000

Date: June 27, 2023

RES # 21333
eRLA ID #: 913

[illegible]

APPROVED
By Mark Lang at 2:01 pm, Jun 27, 2023

Budget Office



415 East 12th Street, 9th Floor
Kansas City, Missouri 64106
Jacksoncountycombat.com

MEMORANDUM

Vincent M. Ortega
Director
(816) 881-3886

Dawna J. Shumate
Deputy Director
(816) 881-3510

COMBAT
Commissioners:
Larry Beaty
Mark S. Bryant
Arimeta DuPree
Alfred Jordan
Dr. Joseph Spalitto
Lanna Ultican
Elizabeth Williams

Fax:
(816) 881.1416

TO: Ms. Barbara Casamento
FROM: Vincent M. Ortega, COMBAT Director
SUBJECT: Civic Plus (CP)-COMBAT's Website Hosting Vendor
Purchasing Memo and Sole Source Request
DATE: May 9, 2023
cc: Jean Peters Baker, Jackson County Prosecutor,
Michael Erickson, IT Director

It is requested that this purchase be considered a sole source. The reason is because of the proprietary software that can only be maintained by this company, Civic Plus.

Over the last seven years, COMBAT's communications administrator has become proficient using this platform to maintain and expand COMBAT's website. Furthermore, the platform is currently being used to redesign jacksoncountycombat.com, so that it will feature sub-sites for Prevention, Treatment and Justice, giving COMBAT essentially five sites in one.

Presently, all COMBAT's web content is housed with the CivicPlus content management system (CMS). COMBAT uses CivicPlus to manage its community and customer e-mail lists and to send out its e-mail blasts to nearly 20,000 subscribers. CivicPlus also manages COMBAT's domain registration and SSL certifications.

Additionally, COMBAT's communications administrator has a strong working relationship with CP's support and design staff. They're familiar with our organization and its unique needs.

Finally, CivicPlus has provided stability in terms of COMBAT's site performance, and responsive support services (available 24/7).

Funding for this service is as follows: 008-4401-56662 (\$10,553.54)



Invoice

#255114

Updated Remittance Address:
(FOR PAYMENTS ONLY)

CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

4/23/2023

PO #

Bill To

Jackson County COMBAT
415 East 12th Street
9th Floor
Kansas City MO 64106

TOTAL DUE

\$10,553.54

Due Date: 5/23/2023

Terms	Due Date	PO #	Approving Authority
Net 30	5/23/2023		

Qty	Item	Start Date	End Date
1	CivicEngage 5 Annual	4/23/2023	4/22/2024
1	Hosting & Security Annual Fee	4/23/2023	4/22/2024
1	SSL Management – CP Provided Only 1 per domain (Annually Renews)	4/23/2023	4/22/2024
1	CivicSend Annual	4/23/2023	4/22/2024
1	Design Center Pro Annual Fee	4/23/2023	4/22/2024
1	Premium Department Header Annual Fee - COMMUNITY	4/23/2023	4/22/2024
1	Premium Department Header Annual Fee - PREVENTION	4/23/2023	4/22/2024
1	Premium Department Header Annual Fee - TREATMENT	4/23/2023	4/22/2024
1	Premium Department Header Annual Fee - JUSTICE	4/23/2023	4/22/2024
1	Premium Department Header Annual Fee - STRIVIN'	4/23/2023	4/22/2024

Total \$10,553.54

Due **\$10,553.54**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021