

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18950

Sponsor(s): Scott Burnett

Date: October 5, 2015

|   |  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
|---|--|---|------------------|--|------------------|--|-----------------------|--|----------------|---|------------|--|----------------|---|-------------|--|-------------|
| <p><b>SUBJECT</b></p>   | <p>Action Requested<br/> <input checked="" type="checkbox"/> Resolution<br/> <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the purchase of an Annual Software Maintenance Agreement for use by Clerk of the Legislature from Granicus, Inc. of Denver Colorado at a total cost to the County not to exceed, \$36,060.00 as a Sole Source Purchase.</u></p>   |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| <p><b>BUDGET INFORMATION</b><br/> <i>To be completed By Requesting Department and Finance</i></p> | <table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$36,060.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$36,060.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$36,060.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td></td> </tr> <tr> <td>002-1305-56662 - Health Fund, Information Technology, Software Maintenance</td> <td>\$17,100.00</td> </tr> <tr> <td>004-1305-56662 - Road &amp; Bridge Fund, Information Technology, Software Maintenance</td> <td>\$ 7,600.00</td> </tr> <tr> <td>045-1305-56662 - Assessment Fund, Information Technology, Software Maintenance</td> <td>\$11,360.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)<br/> <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:<br/>         Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____<br/>         Prior Year Actual Amount Spent (if applicable): _____</p> | Amount authorized by this legislation this fiscal year: | \$36,060.00      | Amount previously authorized this fiscal year: | \$36,060.00      | Total amount authorized after this legislative action: | \$36,060.00           | Amount budgeted for this item * (including transfers): | \$             | Source of funding (name of fund) and account code number; |            | 002-1305-56662 - Health Fund, Information Technology, Software Maintenance | \$17,100.00    | 004-1305-56662 - Road & Bridge Fund, Information Technology, Software Maintenance | \$ 7,600.00 | 045-1305-56662 - Assessment Fund, Information Technology, Software Maintenance | \$11,360.00 |
| Amount authorized by this legislation this fiscal year:   | \$36,060.00  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| Amount previously authorized this fiscal year:  | \$36,060.00  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| Total amount authorized after this legislative action:  | \$36,060.00  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| Amount budgeted for this item * (including transfers):  | \$   |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| Source of funding (name of fund) and account code number;   |  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| 002-1305-56662 - Health Fund, Information Technology, Software Maintenance                        | \$17,100.00  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| 004-1305-56662 - Road & Bridge Fund, Information Technology, Software Maintenance                 | \$ 7,600.00  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| 045-1305-56662 - Assessment Fund, Information Technology, Software Maintenance                    | \$11,360.00  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| <p><b>PRIOR LEGISLATION</b></p>   | <p>Prior ordinances and (date): _____<br/>         Prior resolutions and (date): 18417, March 3, 2014</p>  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| <p><b>CONTACT INFORMATION</b></p>   | <p>RLA drafted by (name, title, &amp; phone): Cassandra Cheek, Senior Buyer, 881-3265</p>  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| <p><b>REQUEST SUMMARY</b></p>   | <p>The Annual Software Maintenance Agreement for the Clerk of the Legislature has expired and needs to be renewed. This application supports the Clerk of the Legislature's Software. This software maintenance agreement is considered a Sole Source because maintenance can only be provided by the developer of the software.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of Annual Software Maintenance Agreement for use by the Clerk of the Legislature at a total cost not to exceed \$36,060.00 as a Sole Source from Granicus Inc., of Denver Colorado.</p>  |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| <p><b>CLEARANCE</b></p>   | <p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)<br/> <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)<br/> <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>   |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| <p><b>ATTACHMENTS</b></p>   | <p>Yearly Memorandum from Information Technology and Invoices for the Annual Maintenance from Granicus</p>   |   |                  |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| <p><b>REVIEW</b></p>  | <table border="1"> <tr> <td>Department Director:</td> <td><i>Scott J.</i></td> <td>Date:</td> <td><i>9/25/2015</i></td> </tr> <tr> <td>Finance (Budget Approval):<br/><i>If applicable</i></td> <td><i>Mary Rasmussen</i></td> <td>Date:</td> <td><i>9/25/15</i></td> </tr> <tr> <td>Division Manager:</td> <td><i>ESD</i></td> <td>Date:</td> <td><i>10/1/15</i></td> </tr> <tr> <td>County Counselor's Office:</td> <td></td> <td>Date:</td> <td></td> </tr> </table>  | Department Director:                                    | <i>Scott J.</i>  | Date:  | <i>9/25/2015</i> | Finance (Budget Approval):<br><i>If applicable</i>     | <i>Mary Rasmussen</i> | Date:  | <i>9/25/15</i> | Division Manager:   | <i>ESD</i> | Date:  | <i>10/1/15</i> | County Counselor's Office:  |             | Date:  |             |
| Department Director:  | <i>Scott J.</i>  | Date:   | <i>9/25/2015</i> |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| Finance (Budget Approval):<br><i>If applicable</i>  | <i>Mary Rasmussen</i>  | Date:   | <i>9/25/15</i>   |  |                  |  |                       |  |                |   |            |  |                |   |             |  |             |
| Division Manager:   | <i>ESD</i>   | Date:   | <i>10/1/15</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:**

This expenditure was included in the Annual Budget.

PC# \_\_\_\_\_

Date: September 25, 2015

RES # 18950

| <u>Department / Division</u>                | <u>Character/Description</u>        | <u>Not to Exceed</u> |
|---|-------------------------------------|----------------------|
| <b>Health Fund - 002</b>                    |                                     |                      |
| <u>1305 - Information Technology</u>        | <u>56662 - Software Maintenance</u> | <u>17,100</u>        |
| <b>Special Road &amp; Bridge Fund - 004</b> |                                     |                      |
| <u>1305 - Information Technology</u>        | <u>56662 - Software Maintenance</u> | <u>7,600</u>         |
| <b>Assessment Fund - 045</b>                |                                     |                      |
| <u>1305 - Information Technology</u>        | <u>56662 - Software Maintenance</u> | <u>11,360</u>        |
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|   |                                     | 36,060               |

  
 Budgeting



Department of  
INFORMATION TECHNOLOGY

Jackson County, Missouri – 415 E. 12<sup>th</sup> Street, Room G-8, Kansas City, MO 64106  
816-881-3151-Phone 816-881-3949-Fax

MEMORANDUM

**To: Barbara Casamento, Purchasing Supervisor**

**From: Ken Larson, Director of IT and GIS** *KL*

**Date: February 6, 2015**

**Re: County Software Maintenance Renewal Sole Source for 2015.**

Please submit an RLA for the 2015 software maintenance. The cost and breakdown by fund and accounts are attached. The computer software maintenance agreements for various County departments are expiring and need to be renewed. These applications support most of the software for Assessment, Collections, Information Technology, GIS, Finance, Clerk of the Legislature, Medical Examiner, Recorder of Deeds and Public Administrator's Office. These software agreements are considered sole source because the maintenance can only be provided by the developer of the software.

attachment



REF 321158090029583 000

# Invoice

## Granicus, Inc.

Receivables 415-357-3618 Ext 1434 or 1016  
Granicus, Inc.  
PO Box 49335  
San Jose CA 95161

|           |           |
|-----------|-----------|
| Invoice # | 65755     |
| Date      | 6/18/2015 |

**Bill To**  
 Attn: Michael Ohlson  
 County of Jackson County, Missouri  
 415 E 12th Street Room G8  
 Kansas City MO 64106  
 United States

**Ship To**

|              |                 |                |
|--------------|-----------------|----------------|
| <b>Terms</b> | <b>Due Date</b> | <b>PO #</b>    |
| Net 30       | 7/18/2015       | PO-1305-024127 |

| Quantity | Description              | Tax | Base Price | Amount   |
|----------|--------------------------|-----|------------|----------|
| 3        | Monthly Managed Service. |     | 1,700.00   | 5,100.00 |

**Switch to electronic invoicing today!**  
 Contact [ar@granicus.com](mailto:ar@granicus.com)

|                                 |            |
|---------------------------------|------------|
| Subtotal                        | 5,100.00   |
| Shipping Cost (Federal Express) | 0.00       |
| Total Invoice Due:              | 5,100.00   |
| Amount Due                      | \$5,100.00 |



RF 321158090029583 000

# Invoice

## Granicus, Inc.

Receivables 415-357-3618 Ext 1434 or 1016  
 Granicus, Inc.  
 PO Box 49335  
 San Jose CA 95161

|           |           |
|-----------|-----------|
| Invoice # | 63209     |
| Date      | 3/25/2015 |

### Maintenance for the period of 04/01/2015 - 06/30/2015

|  |                |
|--|----------------|
| <b>Bill To</b><br>Attn: Michael Ohlson<br>County of Jackson County, Missouri<br>415 E 12th Street Room G8<br>Kansas City MO 64106<br>United States | <b>Ship To</b> |
|--|----------------|

|                        |                              |                               |
|------------------------|------------------------------|-------------------------------|
| <b>Terms</b><br>Net 30 | <b>Due Date</b><br>4/24/2015 | <b>PO #</b><br>PO-1305-024127 |
|------------------------|------------------------------|-------------------------------|

| Quantity | Description              | Tax | Base Price | Amount   |
|----------|--------------------------|-----|------------|----------|
| 3        | Monthly Managed Service. |     | 1,700.00   | 5,100.00 |

**Switch to electronic invoicing today!**  
 Contact [ar@granicus.com](mailto:ar@granicus.com)

|                                 |            |
|---------------------------------|------------|
| Subtotal                        | 5,100.00   |
| Shipping Cost (Federal Express) | 0.00       |
| Total Invoice Due               | 5,100.00   |
| Amount Due                      | \$5,100.00 |

| Total Account Balance | Aging: 1-30 Days | Aging: 31-60 Days | Aging: 61-90 Days | Aging: Over 90 Days | Aging: Open Balance |
|-----------------------|------------------|-------------------|-------------------|---------------------|---------------------|
| 5,100.00              | 0.00             | 0.00              | 5,100.00          | 18,335.85           | \$28,535.85         |





LF 324 5809 0029583 000

Res. 18950

# Invoice

## Granicus, Inc.

Receivables 720-240-9586 Ext 1016  
Granicus, Inc.  
PO Box 49335  
San Jose CA 95161

Invoice #

60728

Date

12/16/2014

**Bill To**  
Attn: Michael Ohlson  
County of Jackson County, Missouri  
415 E 12th Street Room G8  
Kansas City MO 64106  
United States

**Ship To**

| Terms  | Due Date  | PO #           |
|--------|-----------|----------------|
| Net 30 | 1/15/2015 | PO-1305-024127 |

| Quantity | Description              | Tax | Base Price | Amount   |
|----------|--------------------------|-----|------------|----------|
| 3        | Monthly Managed Service. |     | 1,700.00   | 5,100.00 |

**Switch to electronic invoicing today!**  
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|                                 |            |
|---------------------------------|------------|
| Subtotal                        | 5,100.00   |
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