

REQUEST FOR LEGISLATIVE ACTION


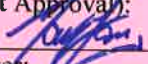

Completed by County Counselor's Office:

Res/Ord No.: 19200

Sponsor(s): Dennis Waits

Date: June 27, 2016

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the purchase of two Annual Software Maintenance Agreements for use by Communications and Legislative Clerk's Office from the Vendors listed herein at a total cost to the County of \$51,661.00 as a Sole Source purchase.</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;">\$51,661.00</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;">\$51,661.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$51,661.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>001-1305-56662 General Fund, Information Technology, Software Maintenance</td> <td style="text-align: right;">\$51,661.00</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 checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:</p> <table style="width:100%;"> <tr> <td style="width:40%;">Department:</td> <td>Estimated Use:</td> </tr> <tr> <td>Communications</td> <td>\$31,261.00</td> </tr> <tr> <td>County Clerk</td> <td>\$20,400.00</td> </tr> </table> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$51,661.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$51,661.00	Amount budgeted for this item * (including transfers):	\$51,661.00	Source of funding (name of fund) and account code number:		001-1305-56662 General Fund, Information Technology, Software Maintenance	\$51,661.00	Department:	Estimated Use:	Communications	\$31,261.00	County Clerk	\$20,400.00
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Department:	Estimated Use:																		
Communications	\$31,261.00																		
County Clerk	\$20,400.00																		
PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): 19090, February 29, 2016</p>																		
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Kyle Brack, Sr. Buyer, 881-3265</p>																		
REQUEST SUMMARY	<p>The Annual Software Maintenance Agreements for the Communications Department and the Legislative Clerk's Office are expiring and need to be renewed. These applications support software for maintaining the County's website and for the Clerk's Office legislative meetings. The software for The Annual Software Maintenance Agreements are considered a Sole Source because the 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 Agreements for use by Communications and the County Clerk's Office at a total cost of \$51,661.00 as a Sole Source from the following vendors:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Vendor Name and Location</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>CivicPlus, Manhattan, Kansas</td> <td style="text-align: right;">\$ 31,261.00</td> </tr> <tr> <td>Granicus, Dallas, Texas</td> <td style="text-align: right;">\$ 20,400.00</td> </tr> </tbody> </table>	Vendor Name and Location	Amount	CivicPlus, Manhattan, Kansas	\$ 31,261.00	Granicus, Dallas, Texas	\$ 20,400.00												
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CivicPlus, Manhattan, Kansas	\$ 31,261.00																		
Granicus, Dallas, Texas	\$ 20,400.00																		
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>																		

ATTACHMENTS	Abstract of Bids received, Recommendation Memorandum from DOC, and the pertinent pages of Homeland's bid documents.	
REVIEW	Department Director: 	Date: 6/17/2016
	Finance (Budget Approval): If applicable 	Date: 6/29/16
	Division Manager: 	Date: 6/23/16
	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.

Header Line Items

Document Information

Doc ID: RE 321158090031121000

Ref ID:

Date: 05/16/16

Copy Only:

Buyer: KMB

Send: PRINT

Total Amount: 11,900.00

Requester Information

Invoice To:

Requester: OHLSON MICHAEL

Dept: 1305

Vendor Information

ID: GRA56800

Name: GRANICUS, INC.

Address: PO BOX 677898

Shipping Information

Ship To: 0019

Name: MANAGEMENT INFO SYSTEM

Address: JACKSON COUNTY COURTHOUSE

415 E 12TH STREET ROOM G-8

KANSAS CITY, MO 64106

Document 1 of 1

Ship Via:

Header		Line Items			
Document ID: RE 3211580900311210		Date: 05/16/16		Amount: 11,900.00	
Item ID/Description	UOM	Quantity	Price	Amount	I
200-401	MN	7	1700.00	11,900.00	<input checked="" type="checkbox"/>
SOFTWARE MAINTENANCE		Acct: 001-1305-56662-999-9999-16			
Invoice 74236, Quarterly manintance for		County Clerk software \$1,700 mo by Quarters			



RF 321158090031121000

Res. 19200

Invoice

Granicus, Inc.

Receivables 720-240-9586
Granicus, Inc.
PO Box 677898
Dallas TX 75267-7898

Invoice #	74236
Date	3/1/2016

Service Dates: 4/1/16 - 6/30/16

Bill To
Attn: Michael Ohlson Management Info System Jackson County Courthouse 415 E 12th Street Room G8 Kansas City MO 64106 United States

Ship To
County of Jackson Attn: Angie Jeffries, Director of Communications 22807 Woods Chapel Road Blue Springs MO 64015 United States

Terms	Due Date	PO #
Net 30	3/31/2016	PO-1305-024127

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

Please note new remittance address:
Granicus, Inc.
P.O. Box 677898
Dallas, TX 75267-7898

Switch to electronic invoicing today! Contact
ar@granicus.com

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

Invoice stated in USD



Res. 19200

Department of
INFORMATION TECHNOLOGY

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

MEMORANDUM

TO: BARBARA CASAMENTO, PURCHASING SUPERVISOR
FROM: MICHAEL ERICKSON, DIRECTOR OF IT AND GIS
DATE: MAY 16, 2016

SUBJECT: SOLE SOURCE DESIGNATION FOR GRANICUS, INC.

GRANICUS INC. HAS BEEN THE MAINTENANCE PROVIDER FOR THE COUNTY CLERK. THE CLERK'S OFFICE USES GRANICUS TO DO THEIR POSTINGS, AGENDAS AND VIDEO RECORDING OF ALL OF THE LEGISLATIVE MEETINGS IN KANSAS CITY AND INDEPENDENCE. GRANICUS INC. IS OUR SOLE SOURCE PROVIDER FOR THESE SERVICES. THE COST FOR THIS MAINTENANCE IS \$1,700 PER MONTH AND IS BILLED QUARTERLY. ANNUAL COST IS \$20,400.00.

AFFIDAVIT

STATE OF Colorado)
) SS.
COUNTY OF Denver)

Jason Fletcher of the City of Denver
County of Denver State of Colorado being duly sworn on her or his oath, deposes and says;

1. That I am the CEO (Title of Affiant) of Granicus, Inc (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, 2013, 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.

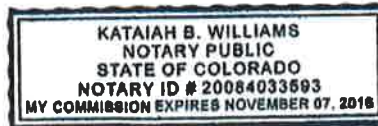
7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

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

Granicus, Inc. (Name of Bidder)
By: Jason Fletcher (Signature of Affiant)
CEO (Title of Affiant)

Subscribed and sworn to before me this 12th day of May, 2016

Kataiah B. Williams



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

State of Colorado

My Commission Expires: November 7, 2016

From: Thomas J. Wyrsh
Sent: Wednesday, June 01, 2016 10:12 AM
To: Kyle D. Brack
Subject: RE: Compliance Check

See below

From: Kyle D. Brack
Sent: Wednesday, June 01, 2016 9:56 AM
To: Thomas J. Wyrsh
Subject: Compliance Check

Tom,

Are the below vendors in compliance?

Granicus, Inc.----In compliance. Renewal date 12/31/2016.
PO Box 677898
Dallas, TX 75267

CivicPlus----No information on this vendor
302 S. 4th St., Suite 500
Manhattan, KS 66502

Thanks,

Kyle Brack
Senior Buyer
Purchasing Dept | Jackson County, MO
kbrack@jacksongov.org | (816) 881-3265

Header Line Items

Document Information

Doc ID: RE 321158090030922000

Ref ID:

Date: 04/08/16

Copy Only:

Buyer: KMB

Send: PRINT

Total Amount: 31,261.00

Requester Information

Invoice To:

Requester: OHLSON MICHAEL

Dept: 1305

Vendor Information

ID: CVP30200

Name: CIVIC PLUS

Address: 302 S 4TH STREET, STE 500

Shipping Information

Ship To: 0019

Name: MANAGEMENT INFO SYSTEM


Address: JACKSON COUNTY COURTHOUSE

415 E 12TH STREET ROOM G-8

KANSAS CITY, MO 64106

Document 1 of 1

Ship Via:

Header		Line Items			
Document ID: RE 3211580900309220	Date: 04/08/16	Amount:	31,261.00		
Item ID/Description	UOM	Quantity	Price	Amount	I
200-401				31,261.00	<input checked="" type="checkbox"/>
SOFTWARE MAINTENANCE		Acct: 	001-1305-56662-999-9999-9999-16		
Invoice 158373, Website Rebewal support Du 016					

RE 321158090030922 000



Remit to:
302 S 4th St, Suite 600
Manhattan, KS 66502
P 888-228-2233 ext 281
F 785-687-8861

Invoice # 168373
Date 3/18/2016
Terms Net 30
Due Date 4/17/2016
PO #
Contract Start Date 3/18/2016
Contract End Date 3/17/2017

Invoice

Bill To
Michael Ohlson
Jackson County
415 East 12th Street
Room G8
Kansas City MO 64106

Qty	Description	Rate	Amount	Start Date	End Date
1	Website Annual Fee Renewal for Website Hosting & Support	15,641.00	15,641.00	3/18/2016	3/17/2017
1	Prosecutor Subsite Annual Fee Renewal for Website Hosting & Support	1,575.00	1,575.00	3/18/2016	3/17/2017
1	Sheriff Subsite Annual Fee Renewal for Website Hosting & Support	1,575.00	1,575.00	3/18/2016	3/17/2017
1	Parks and Rec Subsite Annual Fee Renewal for Website Hosting & Support	1,575.00	1,575.00	3/18/2016	3/17/2017
1	County Subsite Annual Fee Renewal for Website Hosting & Support	1,575.00	1,575.00	3/18/2016	3/17/2017
1	Intranet Subsite Annual Fee Renewal for Website Hosting & Support	1,575.00	1,575.00	3/18/2016	3/17/2017
1	Annual Fee for Website Media Center Storage	1,000.00	1,000.00	3/18/2016	3/17/2017
1	Custom Mobile App Annual Fee	1,950.00	1,950.00	3/18/2016	3/17/2017
1	CivicSend Annual Renewal	4,495.00	4,495.00	3/18/2016	3/17/2017
1	LDAP Annual Fee	300.00	300.00	3/18/2016	3/17/2017

Total Amount Due \$31,261.00

PLEASE NOTE OUR UPDATED MAILING ADDRESS:

CIVICPLUS
302 S 4TH ST STE 600
MANHATTAN, KS 66502
QUESTIONS? EMAIL: ACCOUNTING@CIVICPLUS.COM

A Finance Charge of 2.5% Per Month Will Be Added To Past Due Accounts.
PAYMENT POLICY: Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).



**Department of
INFORMATION TECHNOLOGY**

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

MEMORANDUM

TO: KYLE BRACK, SENIOR BUYER
FROM: MICHAEL ERICKSON, DIRECTOR OF IT AND GIS
DATE: APRIL 13, 2016

SUBJECT: SOLE SOURCE DESIGNATION FOR CIVIC PLUS (RE 321158090030922 000)

CIVIC PLUS WAS AWARDED THE CONTRACT TO BE OUR WEBSITE PROVIDER ON RESOLUTION #18729. TWENTY BID NOTIFICATIONS WERE SENT OUT AND SIX RESPONSES WERE RECEIVED. CIVIC PLUS WON THE BID AND CONTRACT AND WILL BE OUR SOLE-SOURCE PROVIDER FOR WEBSITE CONTACT.



April 21, 2016

Michael G. Ohlson, Sr.
Office Administrator
IT and GIS Departments
Jackson County Courthouse
415 E. 12th Street, Room G8
Kansas City, Missouri 64106
816.881.3151

Dear Mr. Ohlson,

Body Copy

Enclosed is a copy of the Affidavit as required by RSMo § 285.530. Please let me know if I may be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kyle Karpowicz', is written over a light blue horizontal line.

Kyle Karpowicz, CivicPlus

Contract Specialist
Main 888-228-2233 x237
Direct 785-323-4733
Fax 785-587-8951
www.CivicPlus.com

Enclosure

AFFIDAVIT

STATE OF Kansas)
) SS.
COUNTY OF Riley)

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

1. That I am the President (Title of Affiant) of Teon Enterprises, Inc (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, 2013, 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.

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.

BRIAN REMPE (Name of Bidder)

By: B. Rempe (Signature of Affiant)

President (Title of Affiant)

Subscribed and sworn to before me this 21st day of April, 2016

Linda J. Decker
NOTARY PUBLIC in and for the State of Kansas County of _____ (SEAL)

State of Kansas

My Commission Expires: 5/24/2019



From: CRO
Sent: Thursday, June 16, 2016 12:37 PM
To: Kyle D. Brack
Subject: RE: Jackson County, MO Compliance

Just received this and have entered into system so they are in compliance. Renewal date 12/31/2016. Thanks.

From: Kyle D. Brack
Sent: Thursday, June 16, 2016 9:10 AM
To: CRO
Subject: FW: Jackson County, MO Compliance

See below and attached compliance form from CivicPlus.

Thanks,

Kyle Brack
Senior Buyer
Purchasing Dept | Jackson County, MO
kbrack@jacksongov.org | (816) 881-3265

From: Kyle Karpowicz [<mailto:karpowicz@civicplus.com>]
Sent: Wednesday, June 15, 2016 7:43 AM
To: Kyle D. Brack <KBrack@jacksongov.org>
Subject: RE: Jackson County, MO Compliance

Good morning Kyle,

Please accept my apologies for the delay, attached is the completed Jackson County form. Let me know if you have any other questions.

Thank you,

Kyle Karpowicz, CivicPlus

Contract Specialist
Main 888-228-2233 x237
Direct 785-323-4733
Fax 785-587-8951
www.CivicPlus.com

From: Kyle D. Brack [<mailto:KBrack@jacksongov.org>]
Sent: Thursday, June 9, 2016 10:52 AM
To: Contracts <Contracts@civicplus.com>
Subject: RE: Jackson County, MO Compliance

Great, thank you.

Kyle Brack
Senior Buyer
Purchasing Dept | Jackson County, MO
kbrack@jacksongov.org | (816) 881-3265

From: Kyle Karpowicz [<mailto:karpowicz@civicplus.com>] **On Behalf Of** Contracts
Sent: Thursday, June 09, 2016 10:40 AM
To: Kyle D. Brack <KBrack@jacksongov.org>
Subject: RE: Jackson County, MO Compliance

Good Morning Kyle,

Indeed I have, you should expect them this week.

Thank you,

Kyle Karpowicz, CivicPlus

Contract Specialist
Main 888-228-2233 x237
Direct 785-323-4733
Fax 785-587-8951
www.CivicPlus.com

From: Kyle D. Brack [<mailto:KBrack@jacksongov.org>]
Sent: Wednesday, June 8, 2016 10:49 AM
To: Contracts <Contracts@civicplus.com>
Subject: RE: Jackson County, MO Compliance

Good morning – please confirm receipt of the below email.

Thanks,

Kyle Brack
Senior Buyer
Purchasing Dept | Jackson County, MO
kbrack@jacksongov.org | (816) 881-3265

From: Kyle D. Brack
Sent: Monday, June 06, 2016 10:57 AM
To: 'contracts@civicplus.com' <contracts@civicplus.com>
Subject: Jackson County, MO Compliance

Good morning,

CivicPlus is currently not in compliance with Jackson County. Please fill out the attached form accordingly and reply to the appropriate contact via mail, email, or fax. This action must be completed in order to do business with the County.

Let me know if you have any questions.

Thanks,