

Request for Legislative Action

Res. #21067

Sponsor: Theresa Cass Galvin

Date: October 10, 2022

Completed by County Counselor's Office

| | | | |
|-------------------|----------------|---------------------------|------------|
| Action Requested: | Resolution | Res.Ord No.: | 21067 |
| Sponsor(s): | Theresa Galvin | Legislature Meeting Date: | 10/10/2022 |

Introduction

Action Items: ['Authorize', 'Transfer']

Project/Title:

Transferring \$36,796 within the Anti-Crime Fund and authorizing the purchase of additional software services for the purpose of redesigning COMBAT's website, jacksoncountycombat.com, in line with its rebranding plan.

Request Summary

Since 2015, CivicPlus, located in Manhattan, KS, has provided the content management system (CMS) for jacksoncountycombat.com. Over the last seven years, COMBAT's communications administrator has become proficient using this platform to maintain and expand the website. COMBAT also determined that CivicPlus allows for greater design flexibility than the CMS used to redesign the jacksongov.org website in 2020-21. This flexibility was the crucial factor in reaching the decision for COMBAT and the Jackson County Prosecutor's Office to continue using CivicPlus.

This request transfers \$36,796, within the Anti-Crime Fund, from the Marketing (56799) budget line to the Software Maintenance (56662) budget line.

Pursuant to Section 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 would be considered a Sole Source. Presently, all of COMBAT's web content is housed with the CivicPlus 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. Additionally, CivicPlus manages COMBAT's domain registration and SSL certifications.

The Jackson County IT Department's approval for this work is attached .

Contact Information

| | | | |
|--------------------|--------------------|------------------------|-------------------------|
| Department: | COMBAT | Submitted Date: | 8/30/2022 |
| 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: | \$36,796 |
|---|----------|

Request for Legislative Action

| | | | |
|--|------------------------------|------------------------------|----------|
| Amount previously authorized this fiscal year: | | | \$ 0 |
| Total amount authorized after this legislative action: | | | \$36,796 |
| Is it transferring fund? | | | Yes |
| Transferring Fund From: | | | |
| Fund: | Department: | Line Item Account: | Amount: |
| 008 (Anti-Crime Sales Tax Fund) | 4401 (COMBAT Administration) | 56799 (Marketing) | \$36,796 |
| Transferring Fund To: | | | |
| Fund: | Department: | Line Item Account: | Amount: |
| 008 (Anti-Crime Sales Tax Fund) | 4401 (COMBAT Administration) | 56662 (Software Maintenance) | \$36,796 |

| | |
|--------------------------|------------------|
| 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 | |
| Not Applicable | |
| 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 | |

Request for Legislative Action

| Fiscal Information |
|--|
| <ul style="list-style-type: none">Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab. |

Request for Legislative Action

Submitted by COMBAT requestor: Keron E. Hopkins on 8/30/2022. Comments:

Approved by Department Approver Vince M. Ortega on 8/30/2022 10:22:38 AM. Comments:

Returned for more information by Purchasing Office Approver Barbara J. Casamento on 8/30/2022 12:26:43 PM. Comments: Two things: (1) round up on your dollar amounts and (2) put the vendor's city and state in the Request Summary

Submitted by Requestor Keron E. Hopkins on 8/30/2022 1:18:59 PM. Comments: Updates made as per Purchasing's request.

Approved by Department Approver Vince M. Ortega on 8/30/2022 1:29:20 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 9/1/2022 2:23:10 PM. Comments:

Returned for more information by Compliance Office Approver Katie M. Bartle on 9/1/2022 3:59:13 PM. Comments: CivicPlus is not in compliance. Their Certificate of Compliance is expired. They can go to <https://jacomocompliance.com/login.php>. Once there, they should log into their existing account and submit a new application. Any questions can be directed to CRO@jacksongov.org

Submitted by Requestor Keron E. Hopkins on 9/27/2022 11:37:38 AM. Comments: Compliance requirement met as of 9/15. Cert. attached.

Approved by Department Approver Vince M. Ortega on 9/27/2022 12:07:07 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 9/27/2022 3:00:29 PM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 9/27/2022 3:10:38 PM. Comments:

Approved by Budget Office Approver Mark Lang on 10/3/2022 12:36:11 PM. Comments:

Approved by Executive Office Approver Sylva Stevenson on 10/4/2022 7:15:29 AM. Comments:

Approved by Counselor's Office Approver Elizabeth Freeland on 10/5/2022 2:10:09 PM. Comments:

Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC# 440122019

Date: October 3, 2022

| | |
|------------|-------|
| RES # | 21067 |
| eRLA ID #: | 638 |

| Org Code/Description | Object Code/Description | From | To |
|----------------------|----------------------------------|----------------------------|-----------|
| 008 | Anti-Crime Sales Tax Fund | | |
| 4401 | COMBAT Administration | 56799 Marketing | \$ 36,796 |
| 4401 | COMBAT Administration | 56662 Software Maintenance | - |
| | | | 36,796 |
| | | | |
| | | | |
| | | \$ 36,796 | \$ 36,796 |

Fiscal Note:

This expenditure was included in the Annual Budget

PC# _____

[illegible]

APPROVED

By Mark Lang at 12:35 pm, Oct 03, 2022

Budget Office



415 E. 12th Street
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
Stephanie Burton
Arimenta Dupree
Alfred Jordan
Joseph Spalitto, DDS
Lanna Ultican
Kelvin L. Walls, M.D
Elizabeth Williams

Fax:
(816) 881-1416

TO: Ms. Barbara Casamento

FROM: Vincent M. Ortega, COMBAT Director

SUBJECT: Source Request for CivicPlus (Q-26826-1 & Q-25611-4)

DATE: August 30, 2022

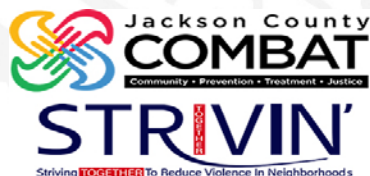
cc: Jean Peters Baker, Jackson County Prosecutor,
Michael Erickson, IT Director

The purpose of this request is to enter into a contract with CivicPlus for software maintenance services for the redesigning of the Jackson County COMBAT's website in line with its rebranding plan. The scheduled work allows for continuity and stability of the COMBAT's website.

Since 2015, CivicPlus has provided the content management system (CMS) for jacksoncountycombat.com. Over the last seven years, COMBAT's communications administrator has become proficient using this platform to maintain and expand COMBAT's website. Presently, all COMBAT's web content is housed with the CivicPlus 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. Additionally, CivicPlus manages COMBAT's domain registration and SSL certifications.

Funding for this contract is as follows:

Transferring From: 008-4401-56799 (\$36,795.97)
Transferring To: 008-4401-56662 (\$36,795.97)



Director
Jackson County Court House
415 E. 12th Street, 9th Floor
Kansas City, Missouri 64106
Office: 816.881.3886
Fax: 816.881.1416

Keron E. Hopkins

From: Michael S. Erickson
Sent: Monday, August 29, 2022 8:30 AM
To: Keron E. Hopkins
Cc: Vince M. Ortega; Joseph Loudon
Subject: Re: Website Redesign -

Good morning Keron –

I approve the use of CivicPlus as a CMS platform for COMBAT. As for sole source, I believe Joe Loudon would be best to justify it better than I can since he's more familiar with the offering.

Do you know if the Prosecutor department is renewing their agreement as well?

Thanks,
Mike

From: Keron E. Hopkins <KHopkins@jacksongov.org>
Date: Monday, August 29, 2022 at 8:11 AM
To: Michael S. Erickson <MErickson@jacksongov.org>
Cc: Vince M. Ortega <VOrtega@jacksongov.org>, Joseph Loudon <JLoudon@jacksongov.org>
Subject: FW: Website Redesign -

Michael, COMBAT would like to contract with Civic Plus to redesign its web page. As per Barbara, I need to get a statement from your department confirming its approval for this work. Attached, for your information, is the Civic Plus SOW. If you determine that it is okay for COMBAT to pursue this work, please confirm it by responding to this e-mail.

Also, we will be requesting that this contract be a sole source. Based on this company's relationship with Jackson County's IT, if you have any supporting language to justify the sole source, it would be greatly appreciated if you would share it.

Thank you, Keron

From: Vince M. Ortega <VOrtega@jacksongov.org>
Sent: Tuesday, August 16, 2022 4:21 PM
To: Joseph Loudon <JLoudon@jacksongov.org>
Cc: Keron E. Hopkins <KHopkins@jacksongov.org>
Subject: FW: Website Redesign

Joe, I recommend approval.

Keron,
Do we have the total of a \$36,795.97 to complete this project?
Thank you.
Vince

Vincent M. Ortega
Executive Director

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-26826-1

Date:

6/29/2022 1:52 PM

Expires On:

9/27/2022

Product:

CivicEngage

Client:

Jackson County COMBAT MO - CivicEngage

Bill To:

Jackson County COMBAT MO - CivicEngage

| SALESPERSON | Phone | EMAIL | DELIVERY METHOD | PAYMENT METHOD |
|-----------------|-------|-------------------------------|-----------------|----------------|
| Megan Schindler | x | megan.schindler@civicplus.com | | Net 30 |

CivicEngage - Statement of Work

| QTY | Product Name | DESCRIPTION | PRODUCT TYPE |
|------|--|---|--------------|
| 1.00 | Premium Department Header Package - CivicEngage | Page specific Site ID, Navigation, Banner, Graphic Links, Colors; follows main site layout. | |
| 1.00 | Premium Department Header Annual Fee - CivicEngage | Premium Department Header Annual Fee | Renewable |
| 1.00 | Premium Department Header Implementation - CivicEngage | Premium Department Header Implementation | One-time |
| 1.00 | Premium Department Header Package - CivicEngage | Page specific Site ID, Navigation, Banner, Graphic Links, Colors; follows main site layout. | |
| 1.00 | Premium Department Header Annual Fee - CivicEngage | Premium Department Header Annual Fee | Renewable |
| 1.00 | Premium Department Header Implementation - CivicEngage | Premium Department Header Implementation | One-time |
| 1.00 | Premium Department Header Package - CivicEngage | Page specific Site ID, Navigation, Banner, Graphic Links, Colors; follows main site layout. | |
| 1.00 | Premium Department Header Annual Fee - CivicEngage | Premium Department Header Annual Fee | Renewable |
| 1.00 | Premium Department Header Implementation - CivicEngage | Premium Department Header Implementation | One-time |
| 1.00 | Premium Department Header Package - CivicEngage | Page specific Site ID, Navigation, Banner, Graphic Links, Colors; follows main site layout. | |
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| QTY | Product Name | DESCRIPTION | PRODUCT TYPE |
|------|--|---|--------------|
| 1.00 | Premium Department Header Package - CivicEngage | Page specific Site ID, Navigation, Banner, Graphic Links, Colors; follows main site layout. | |
| 1.00 | Premium Department Header Annual Fee - CivicEngage | Premium Department Header Annual Fee | Renewable |
| 1.00 | Premium Department Header Implementation - CivicEngage | Premium Department Header Implementation | One-time |

| | |
|------------------------------------|---------------|
| List Price - Year 1 Total | USD 25,799.85 |
| Total Investment - Year 1 | USD 21,284.85 |
| Annual Recurring Services - Year 2 | USD 4,137.00 |

Total Days of Quote:298

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the Jackson County COMBAT MO - CivicEngage Statement of Work signed by and between the Parties ("the Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.
2. Client will be invoiced for the Total Investment - Year 1 (the sum of one-time costs and a prorated portion of the Annual Recurring Services) upon signing and submission of this SOW. The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.
3. Each year this SOW is in effect, a technology investment and benefit fee, as agreed to in the Agreement, will be applied to the Annual Recurring Services subscription fee.

Signature Page to follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the Agreement terms and conditions

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

| Organization | URL | |
|---|-------|--------------------|
| Street Address | | |
| Address 2 | | |
| City | State | Postal Code |
| CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates. | | |
| Emergency Contact & Mobile Phone | | |
| Emergency Contact & Mobile Phone | | |
| Emergency Contact & Mobile Phone | | |
| Billing Contact | | E-Mail |
| Phone | Ext. | Fax |
| Billing Address | | |
| Address 2 | | |
| City | State | Postal Code |
| Tax ID # | | Sales Tax Exempt # |
| Billing Terms | | Account Rep |
| Info Required on Invoice (PO or Job #) | | |
| Are you utilizing any external funding for your project (ex. FEMA, CARES): | | |
| Y [] or N [] | | |
| Please list all external sources: | | |
| Contract Contact | | Email |
| Phone | Ext. | Fax |
| Project Contact | | Email |
| Phone | Ext. | Fax |

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-25611-4

Date:

5/18/2022 5:04 PM

Expires On:

8/31/2022

Product:

CivicEngage

Client:

Jackson County COMBAT MO - CivicEngage

Bill To:

Jackson County COMBAT MO - CivicEngage

| SALESPERSON | Phone | EMAIL | DELIVERY METHOD | PAYMENT METHOD |
|-----------------|-------|-------------------------------|-----------------|----------------|
| Megan Schindler | x | megan.schindler@civicplus.com | | Net 30 |

CivicEngage - Statement of Work

| QTY | Product Name | DESCRIPTION | PRODUCT TYPE |
|------|--|----------------------------------|--------------|
| 1.00 | Ultimate Redesign Implementation - CivicEngage | Ultimate Redesign Implementation | One-time |

| | |
|------------------------------------|---------------|
| List Price - Year 1 Total | USD 26,901.00 |
| Total Investment - Year 1 | USD 15,511.12 |
| Annual Recurring Services - Year 2 | USD 0.00 |

Total Days of Quote:291

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the Jackson County COMBAT MO - CivicEngage Statement of Work signed by and between the Parties ("the Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.
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Signature Page to follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the Agreement terms and conditions

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

| Organization | URL | |
|---|-------|--------------------|
| Street Address | | |
| Address 2 | | |
| City | State | Postal Code |
| CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates. | | |
| Emergency Contact & Mobile Phone | | |
| Emergency Contact & Mobile Phone | | |
| Emergency Contact & Mobile Phone | | |
| Billing Contact | | E-Mail |
| Phone | Ext. | Fax |
| Billing Address | | |
| Address 2 | | |
| City | State | Postal Code |
| Tax ID # | | Sales Tax Exempt # |
| Billing Terms | | Account Rep |
| Info Required on Invoice (PO or Job #) | | |
| Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N [] | | |
| Please list all external sources: _____ | | |
| Contract Contact | | Email |
| Phone | Ext. | Fax |
| Project Contact | | Email |
| Phone | Ext. | Fax |

Jackson County Missouri

Certificate of Compliance



In accordance with Jackson County Code Chapter(s) 6 and 10,
this Certificate of Compliance is hereby issued to:

CivicPlus, LLC
302 S 4th St Suite 500
Manhattan, KS 66502
2022 Certificate: 20220909VC545

Issued: 2022-09-09

Expires: 2022-12-31

The above named firm/agency has met the following requirements:

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 did not have on December 31st of the previous year any property subject to taxation by the County

Attests and agrees to Chapter 6 of the Jackson County Code which prohibits discriminatory employment practices and promotes equal employment opportunity by contractors doing business with Jackson County.

Chief Compliance Review Officer
Jackson County Missouri
816-881-3302
compliance@jacksonsongov.org