RESOLUTION NO. __20-12A-141__   AGENDA NO._____11.B.1.(1)_____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee   Amanda Lagle
INITIATED BY   DRAFTED BY

Finance Committee   December 9, 2020
SUBMITTED BY   DATE DRAFTED

AUTHORIZING PURCHASE OF COUNTY AGENDA MANAGEMENT SYSTEM

1   **WHEREAS,** Rock County IT (Rock-IT) is requesting authorization to begin the implementation and
2   purchasing process of a web-based agenda management system, CivicClerk; and,
3
4   **WHEREAS,** the system will support and digitize / automate the existing manual process at Rock County
5   for meeting agendas & minutes creation, distribution, storage, approval tracking for the County Board &
6   Committee Administrators; and,
7
8   **WHEREAS,** CivicClerk would allow access control for resolutions, video distribution, storage, and
9   indexing against agendas / minutes; and,
10
11 **WHEREAS,** it will also replace the existing voting PC and display within Courtroom H; and,
12
13 **WHEREAS,** the equipment and services are available to purchase through CivicPlus under RFP 2020-31;
14 and,
15
16 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
17 this _17th_ day of _December_, 2020 to authorize the purchase agreement with CivicPlus for an amount
18 not to exceed $56,155 for the purchase of CivicClerk.

Respectfully submitted,

FINANCE COMMITTEE

/s/ Mary Mawhinney_____   Absent_____
Mary Mawhinney, Chair   Brent Fox

/s/ Wes Davis_____   /s/ Kara Purviance_____
Wes Davis, Vice Chair   Kara Purviance

/s/ Stephanie Aegerter_____
Stephanie Aegerter

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FISCAL NOTE:

Sales tax was included in the 2021 budget for the purchase of this software.

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats., requires the project to be let to the lowest responsible bidder.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

CivicClerk is a subscription web-based agenda management solution that would allow the digitization and automation of the existing manual process at Rock County. Solution will include system design, implementation, training, and support for County Board & Committee administrators within Rock-IT. It will also support meeting agendas & minutes creation, distribution, and storage, approval tracking and access control for resolutions, video distribution, storage, and indexing against agendas/minutes, and electronic voting to replace the existing voting PC & display within Courtroom H.

This equipment and services are available through CivicPlus via RFP 2020-31

This resolution authorizes Rock County Information Technology to make this necessary purchase, not to exceed $56,155

CivicClerk Agenda Management System

CivicClerk is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with CivicClerk is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed CivicClerk to offer configuration flexibility so that the system can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. CivicClerk's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning

- Built-in integrations with Dropbox, Microsoft's One Drive and Google Drive and API availability
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire system is cloud-based, eliminating the need for internal application management. CivicClerk is hosted in Microsoft's Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime.

Explanation of CivicClerk Cost

Pricing is valid for 120 days from August 11, 2020.

Development

- Agenda Management
  - Up to 30 boards
  - Custom-developed templates (two Agenda Templates, one Staff Report Template, one Minutes Template, one Agenda Script Template)
  - System-generated staff reports
- Live Meeting Management
  - Record minutes including motions, votes, speakers, and discussion
  - Display Pages
- Analytics module access
  - Create and save custom individual views and organizational views
  - Export views as .xls and .csv files
- Unlimited users
- Unlimited storage
- Google Drive, OneDrive, and Dropbox integrations
- Public Portal and Accessibility Portal
- Board Portal
- CP Media with Unlimited Storage
- Boards and Committees Module
- Custom IdP Integration
- Historical File Import

Implementation

- Typical project timeline – ten to sixteen weeks
- Four hours virtual consulting
- Eight hours virtual training

Annual Services

- Hosting and security
- Software maintenance including service patches and system enhancements
- 24/7 Technical support and access to the CivicPlus community
- Dedicated Client Success Manager
- Annual services are subject to a cumulative five percent technology fee increase beginning year three (for non-CivicPlus Advantage payment projects) and beyond

Year 1 (one-time + annual)	**$56,155**
Year 2 & Beyond (subject to cumulative 5% technology fee increase beginning Year 3)	**$42,155**

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION

PROPOSAL SUMMARY FORM

PROPOSAL NUMBER 2020-31
PROPOSAL NAME AGENDA & MINUTES MANAGEMENT SOFTWARE
PROPOSAL DUE DATE AUGUST 11, 2020 – 12:00 NOON
DEPARTMENT ADMINISTRATION / INFORMATION TECHNOLOGY

	GRANICUS DENVER CO	CIVICPLUS MANHATTAN KS	PROVOX SYSTEMS MCKINNEY TX	PRIMEGOV SCOTTSDALE AZ
RATER 1	98	94	88	76
RATER 2	92	93	89	83
RATER 3	90	68	100	74
RATER 4	70	65	65	55
RATER 5	80	60	68	62
RATER 6	45	45	45	44
RATER 7	69	64	53	43
RATER 8	74	67	59	61
RATER 9	80	85	69	69
RATER 10	75	90	70	50
RATER 11	84	80	64	60
TOTAL SCORE	**857**	**811**	**770**	**677**

Proposals were evaluated based on the following criteria:
- ➢ VENDOR PROFILE - MAXIMUM 5 POINTS
  - Company Information
  - Client List
  - References
- ➢ FUNCTIONALITY MATRIX - MAXIMUM 60 POINTS
  - Agenda Preparation Features
  - Agenda Creation/Document Routing Features
  - Meeting Minutes & Activity Tracking Features
  - Video, Web, Mobile Components
- ➢ PRICING - MAXIMUM 35 POINTS
  - Software License Costs
  - Training Costs
  - Configuration & Implementation
  - Total Initial Project Costs
  - Yearly Maintenance/Subscription Costs

The top three ranked firms were asked to provide demonstrations. Twelve staff attended the demonstrations for the Agenda Management software and three IT staff attended the demonstrations for the Website Management Software. The ranking after the demonstrations is as follows:

	GRANICUS DENVER CO	CIVICPLUS MANHATTAN KS	PROVOX SYSTEMS MCKINNEY TX		GRANICUS DENVER CO	CIVICPLUS MANHATTAN KS	PROVOX SYSTEMS MCKINNEY TX
FIRST CHOICE WEBSITE MANAGEMENT	2	1	0	FIRST CHOICE AGENDA MANAGEMENT	4	8	0
ONE TIME COSTS	$37,185	$77,894	No proposal	ONE TIME COSTS	$20,840	$12,748	$700[1]
YEAR 1 ANNUAL COST	$0	$15,845	No proposal	YEAR 1 ANNUAL COST	$34,872	$42,155	$21,360
ON-SITE TRAINING	$5,790	$7,200	No proposal	ON-SITE TRAINING	$13,400	$1,252	Included above
YEAR 2 ANNUAL COST	$5,600	$15,845	No proposal	YEAR 2 ANNUAL COST	$37,313	$42,155	$10,370
YEAR 3 ANNUAL COST	$5,880	$15,845	No proposal	YEAR 3 ANNUAL COST	$39,925	$44,263	$10,370
YEAR 4 ANNUAL COST	$6,174	$15,845	No proposal	YEAR 4 ANNUAL COST	Not provided	$46,476	$10,370
YEAR 5 ANNUAL COST	$6,482	$15,845	No proposal	YEAR 5 ANNUAL COST	Not provided	$48,800	$10,370

[1]Not included in additional $25/meeting fee to scan, convert, and upload all existing & historical meeting documents into the new system.

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Seventeen additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Procure the "govAccess" website hosting solution from Granicus and the "CivicClerk" Agenda Management solution from CivicPlus, with integration between the two solutions completed by both vendors and Rock-IT.

SIGNATURE _____ DATE 12-8-2020

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____