

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT
INITIATED BY



Mickey Crittenden, Director of IT
DRAFTED BY

Finance Committee
SUBMITTED BY

October 31, 2017
DATE DRAFTED

Authorizing Procurement of Accela System Software

- 1 **WHEREAS**, the Information Technology Department's 2017 Budget provides funding for an Agenda
- 2 & Minutes software system for managing agenda and minutes related documents for County Board and
- 3 Committee meetings with a more streamlined workflow; and,
- 4
- 5 **WHEREAS**, an RFP was issued in coordination with Purchasing to solicit proposals for such a software
- 6 system; and,
- 7
- 8 **WHEREAS**, a team whose members represented the County Board, County Clerk's Office,
- 9 Administration, Finance, and Information Technology reviewed all contending solutions and attended
- 10 demonstrations of three (3) finalist solutions; and,
- 11
- 12 **WHEREAS**, the review team selected Accela, Inc. as the solution provider that best meets the functional
- 13 system requirements and budgetary constraints, with the Cloud-based modules to include: Agenda &
- 14 Minutes, Boards & Commissions, and Digital Boardroom.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 17 this 16th day of November, 2017 that a Purchase Order for the system modules noted above
- 18 be issued to Accela, Inc. in the amount of \$35,859.99.

17-11D-406

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

Funds were included in the 2017 budget for this purchase. The software is being funded by IT fund balance.

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.

Jodi Timmerman
Jodi Timmerman
Interim Corporation Counsel

Executive Summary

Authorizing Procurement of Accela System Software

The County's 2017 Information Technology budget included funding for implementing an Agenda & Minutes management system to be used for streamlining the workflow associated with preparing and distributing agenda and minutes materials for the County Board and Committees.

A team with representation from the County Board, County Clerk's Office, Administration, Finance, and Information Technology worked with Purchasing to develop and issue an RFP to solicit proposals from prospective solution providers. After reviewing several proposals and attending demonstrations of the three finalist solutions, the team selected software from Accela, Inc. as the best fit for the County's requirements.

The selected Accela software includes the following modules:

- **Agenda and Minutes** (\$17,159.99)
 - Agenda building, distribution and automatic routing of agenda items
 - Compiles, stores, and tracks minutes and agenda items
 - Simplifies meeting management and improves information flow online
 - Saves staff and County Board time with a more streamlined flow of meeting- related information
 - Fully searchable meeting content, accessible via the Web.

- **Boards and Commissions** (\$7,200.00)
 - Manages board and commission appointments and applications
 - Online application process, driven by seat qualifications
 - Tracks, manages, and reports unique requirements and simplifies the appointment and applicant process
 - Integrates with the Agenda and Minutes module.

- **Digital Boardroom** (\$11,500).
 - Replaces the current Voting Board with one or more strategically placed display screens
 - Shows real-time voting results and meeting content
 - Displays content to a prospective online audience
 - Enables County Board Supervisors to use a browser capable tablet device for viewing meeting content and electronic voting (which directly updates the meeting minutes)
 - Easy agenda navigation with touch screen design and automatic page turning
 - Allows private sticky notes to allow preparation of talking points per agenda item

The total annual expense for the Cloud-based system is \$35,859.99.



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER **2017-38**
 PROPOSAL NAME **AGENDA & MINUTES MANAGEMENT SOFTWARE**
 PROPOSAL DUE DATE **AUGUST 15, 2017 -- 12:00 NOON**
 DEPARTMENT **ADMINISTRATION / INFORMATION TECHNOLOGY**

	GRANICUS DENVER CO	ACCELA SAN RAMON CA	NOVUSOLUTIONS TAMPA FL	PROVOX SYSTEMS MCKINNEY TX	PRIME GOV OREM UT	NAVIAANT VERONA WI
RATER 1	87	90	82	82	85	70
RATER 2	96	98	95	78	84	71
RATER 3	75	75	53	68	51	65
RATER 4	70	60	75	69	64	45
RATER 5	84	85	90	90	80	70
TOTAL SCORE	412	408	395	387	364	321

Rock County received seven Proposals for Agenda & Minutes Management Software. One Proposal did not meet the indemnification requirements. The other six 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 Activity Tracking Features
 - Meeting Minutes Features
 - Video, Web, Mobile Component
- 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. Additional staff attended the demos along with the original five raters. The ranking after the demonstrations is as follows:

	ACCELA	GRANICUS	NOVUSOLUTIONS
RATER 1 MB	1	2	3
RATER 2 RT	1	3	2
RATER 3 DA	1	2	3
RATER 4 LT	1	2	3
RATER 5 MM	1	2	3
RATER 6 MC	1	2	3
RATER 7 ST	1	2	3
RATER 8 JM	1	2	3
ONE TIME COSTS	NONE	\$ 23,765.00	NONE
ANNUAL COST	\$ 35,860.00	\$ 42,000.00	\$ 17,950.00
ON-SITE TRAINING	\$1,500/DAY IF REQUESTED BUT NOT NEEDED	\$ 5,100.00	\$ 7,500.00

Above numbers represent each Rater's 1st, 2nd & 3rd choice of vendors after the demonstrations, interviews and reference checks. Software costs include the cost for Agenda & Minutes Software, County Boardroom Software including voting, website software for boards and committee openings. Request for Proposals was advertised in the Beloit Daily News and on the Internet. Five vendors were solicited that did not respond. One vendor submitted a "No Bid".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ACCELA
Michay Githler 10/31/17
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:
Mark Prosser 50 11-9-17
 CHAIR VOTE DATE