



Fulton County Board of Commissioners
Agenda Item Summary

17-0503

BOC Meeting Date
6/21/2017

Requesting Agency
Superior Court Clerk

Commission Districts Affected
All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to amend existing contract - Clerk of Superior Court, RFP# 14RFP94020A-CC Technical Website RE-Design/Development/Hosting, in the amount of \$13,425 with Icon Enterprises Inc. d/b/a CivicPlus (Manhattan, KS) to provide additional website services. Effective upon BOC approval.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-420, contract modifications within the scope of the contract and necessary for contract completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People are safe

Is this a purchasing item?

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: This amendment would allow the vendor to make additional modifications to the design and content of the website as well as provide for training, support, maintenance and hosting.

Community Impact: These modifications will make the website more user-friendly and expand the content available to Fulton County residents.

Department Recommendation: The Clerk of Superior and Magistrate Courts recommends approval of the amended contract.

Project Implications: There are no Community Issues or issues of concern with this item.

Department Issues/Concerns: There are no department issues of concern.

History of BOC Agenda Item: On January 7, 2015, the Board approved a contract with the CivicPlus to re-design the website in order to provide necessary information about the Clerk's Office.

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	15-0022	1/7/2015	\$24,547.00
Amendment No.1			\$13,425.00
Total Revised Amount			\$37,972.00

Contract & Compliance Information	(Provide Contractor and Subcontractor details.)
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Contract Value: \$24,547.00
Prime Vendor: Icon Enterprises, Inc. d/b/a Civic Plus
Prime Status: Non-Minority
Location: Manhattan, KS
County: Riley County
Prime Value: \$24,547.00 or 100%

Total Contract Value: \$24,547.00 or 100%
Total M/FBE Value: -0-

[Click here to enter text.](#)

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

Total Contract Value	Click here to enter text.
Total M/FBE Values	Click here to enter text.
Total Prime Value	Click here to enter text.

Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>
100-422-4205-1113, General Funds, Magistrate Court, Software License - \$13,425.	

Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>
Exhibit-1: Amendment Agreement	
Exhibit-2: Contractors Performance Report	

Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>
Cathelene "Tina" Robinson, Clerk of Courts, 404-613-5312	

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement**Contract Attached:**
No**Previous Contracts:**
Yes**Solicitation Number:**
14RFP94020A-CC**Submitting Agency:**
Clerk of Superior and
Magistrate Court**Staff Contact:**
Issac Standard**Contact Phone:**
404-612-9074**Description:** To provide additional website services**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount:	\$24,547.00
Previous Adjustments:	\$0.00
This Request:	\$13,425.00
TOTAL:	\$37,972.00

MBE/FBE Participation:

Amount: .	%: .
Amount: .	%: .
Amount: .	%: .
Amount: .	%: .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

Funding Line 1:

100-422-4205-1113

Funding Line 2:

.

Funding Line 3:

.

Funding Line 4:

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KEY CONTRACT TERMS**Start Date:**Effective upon BOC
approval**End Date:**

.

Cost Adjustment:

.

Renewal/Extension Terms:

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ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Robinson, Tina	Date: 6/9/2017
X	County Attorney:	Martinez, Dominique	Date: 6/15/2017
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 6/15/2017
X	Finance/Budget Analyst/Grants Admin:	Wilson, Jacqueline	Date: 6/9/2017
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 6/15/2017

AMENDMENT NO. 1 TO FORM OF CONTRACT

Contractor: **Icon Enterprises, Inc. d/b/a CivicPlus**

Contract No. **14RFP94020A-CC**

Address: **302 South 4th Street, Suite 500**
City, State **Manhattan, KS 66502**

Telephone: **1-888-228-2233**

E-mail: **grant@civicplus.com**

Contact: **Tim Grant**
Director of Sales

W I T N E S S E T H

WHEREAS, Fulton County ("County") entered into a Contract with [Icon Enterprises, Inc. d/b/a CivicPlus to provide/perform amended website design and services, dated [Insert contract effective date], on behalf of the [Insert User Department]; and

Additional WHEREAS clauses should state in detail what is being amended, such as adding additional scope of work, revising, modifying or correcting the existing contract and purpose for amendment.

WHEREAS, the Contractor has performed satisfactorily over the period of the contract; and

WHEREAS, this amendment was approved by the Fulton County Board of Commissioners on [Insert Board of Commissioners approval date and item number].

NOW, THEREFORE, the County and the Contractor agree as follows:

This Amendment No. 1 to Form of Contract is effective as of the _19_ day of __June, 2017__, between the County and Icon Enterprises, Inc. d/b/a CivicPlus, who agree that all Services specified will be performed in accordance with this Amendment No. 1 to Form of Contract and the Contract Documents.

1. SCOPE OF WORK TO BE PERFORMED:

- Develop a website for Magistrate Court separate from the Fulton County Clerk of Superior Court website (including administration, template, banner, colors, style and graphic elements)
- Develop unique graphic buttons, unique URL, unique global navigation
- Develop existing and future modules separate from parent site

- Develop shared site search for Superior Court and Magistrate Court (returns results from both sites)
 - Develop 20 initial pages of content will be developed; plus an additional 50 pages of content
 - Provide full system interactive webinar training – 16 hours as well as up to 6 webcams
 - The following support services:
 - 7-7 (CST) Mon-Fri (excluding holidays)
 - 24/7 Emergency Support Upgrades
 - Dedicated Support Personnel
 - 2-hour Response during Normal Hours
 - Usability Improvements
 - Integration New & Upgraded Services
 - Online Training Manuals
 - Monthly Newsletters
 - Phone Consulting
 - CivicPlus Connection
 - The following Maintenance of CivicPlus Application and Modules
 - Install Service Patches for OS
 - Upgrades
 - Fixes
 - Improvements
 - Integration
 - Testing
 - Development
 - Usage License
 - Hosting
 - Shared Web/SQL Server
 - DNS Consulting & Maintenance
 - Monitor Bandwidth-Router Traffic
 - Redundant ISP
 - Redundant Cooling
 - Natural Gas Powered Generator
 - Daily Tape Backup
 - Intrusion Detection & Prevention
 - Antivirus Protection
 - Upgrade Hardware
2. **COMPENSATION:** The services described under Scope of Work herein shall be performed by Contractor for a total amount not to exceed \$13,425.00
3. **LIABILITY OF COUNTY:** This Amendment No. 1 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chair to the Commission, attested to by the Clerk to the Commission and delivered to Contractor.

4. **EFFECT OF AMENDMENT NO. _1_ TO FORM OF CONTRACT:** Except as modified by this Amendment No. _1_ to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

FULTON COUNTY, GEORGIA

CONSULTANT:

**ICON ENTERPRISES, INC.,
D/B/A CIVICPLUS**

John H. Eaves, Commission Chair
Board of Commissioners

ATTEST:

Tim Grant
Director of Sales
ATTEST:

Mark Massey
Clerk to the Commission (Seal)

Secretary/
Assistant Secretary

(Affix Corporate Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

Cathelene "Tina" Robinson, Clerk
Fulton County Superior and Magistrate
Court

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT PROFESSIONAL SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
1/7/2015	6/7/2017		1/7/2015	12/31/2017
PO Number				PO Date
				6/17/2016
Department	CLERK OF SUPERIOR COURT			
Bid Number	14RFP94020A-CC			
Service Commodity	Website Development			
Contractor	Icon Enterprises, Inc.			

- 0 = Unsatisfactory *Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.*
- 1 = Poor *Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.*
- 2 = Satisfactory *Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.*
- 3 = Good *Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.*
- 4 = Excellent *Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.*

1. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

Comments:

☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Administration of our site is straight forward. Tools and reporting fits our needs.

2. Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, If applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

Comments:

☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

The vendor consistently delivers quality and timely service.

3. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

Comments:

☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Always available to provide answers to questions or to provide guidance when needed. Very responsive.

4. Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Involving - No Substitutions)

Comments:

☐ 0

- ☐ 1
☐ 2
☐ 3
☒ 4

Customer support is tops. Never experienced any issues with invoicing.

5. Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

- ☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

Never had an issue.

Overall Performance Rating:	4.0		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)		Rating completed by:	Reginald Staring
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	Department Head Signature		Date
	 (mrc)		6/8/2017