



Fulton County Board of Commissioners
Agenda Item Summary

BOC Meeting Date
3/18/2020

Requesting Agency

Information Technology

Commission Districts Affected

All Districts

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

Request approval to amend existing contract - FCIT (Fulton County Information Technology), RFP #17RFP07192017A-CJC, Digital Recording System for Courts in the amount of \$1,245,500.00 with FTR, Ltd. (DE) (Denver, CO) to provide Digital Recording in the courtroom application for an additional 47 Fulton County Courtrooms. Effective upon issuance of the Notice to Proceed and shall continue until the sooner of (a) a period of 12 months; (b) Final acceptance; or (c) the Agreement is terminated as provided in the Agreement.

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 Open and Responsible Government

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: FCIT requests approval to provide a digital recording system that can provide Digital Recording capabilities for an additional 47 courtrooms in Fulton County. The solution includes the design, configuration, installation, hardware and software.

At minimum the components of the project include:

- Design of PA and digital recording system for each courtroom
- Construction and installation of all cabling/wiring and hardware
- Configuration and implementation of all solution components within courtroom
- On-call monitoring, support and administration of the solution
- Training of users (Judges and support staff) to use the solution
- Training of County IT staff

Community Impact: This system will provide a digital record of courtroom proceedings that will be beneficial to staff and citizens.

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

Department Recommendation: This recommendation is strategic and part of the Justice of the future Program which is to utilize state-of-the-art technology to boost courtroom efficiencies, decrease case resolution time, improve justice life cycle processes, and improve collaboration among justice partners.

Project Implications: County IT Staff and Courts personnel will have to coordinate the installation and implementation of these courtroom systems with the court schedule so as to not cause a major impact.

Community Issues/Concerns: There are no community concerns with this solicitation.

Department Issues/Concerns: There are no departmental concerns with this solicitation.

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	17-1011	12/6/2017	\$285,000.00
Amendment No. 1		3/18/2020	\$1,245,500.00
Total revised Amount			\$1,530,500.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value:	\$1,245,500.00
Prime Vendor:	FTR, Ltd. (DE)
Prime Status:	Non-Minority
Location:	Denver, CO
County:	Arapahoe County
Prime Value:	\$1,245,500.00 or 100.00%

Total Contract Value:	\$1,245,500.00 or 100.00%
Total M/FBE Value:	\$-0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	\$1,245,500.00 or 100.00%			
Total M/FBE Values	\$-0-			
Total Prime Value	\$1,245,500.00 or 100.00%			
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 500-220-2200-A159: Capital, Information Technology, IT Investment Fund - \$1,245,500.00				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Amendment No. 1 to Form of Agreement Exhibit 2: Contractor Performance Report				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Glenn Melendez, CIO, Department of Information Technology, (404) 612- 0192				

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:**
Yes**Previous Contracts:**
Yes**Solicitation Number:**
17RFP07192017A-
CJC**Submitting Agency:**
Information
Technology**Staff Contact:**
Sherri McNair, Asst.
CIO**Contact Phone:**
404-612-5803**Description:** to provide Digital Recording for an additional 47 courtrooms.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$285,000.00
 Previous Adjustments: 0.00
 This Request: \$1,245,500.00
 TOTAL: \$1,530,500.00

MBE/FBE Participation:

Amount: . %: .
 Amount: . %: .
 Amount: . \$-0- 0.00%: .
 Amount: . %: .

Grant Information Summary:

Amount Requested: . ☐ Cash
 Match Required: . ☐ In-Kind
 Start Date: . ☐ Approval to Award
 End Date: . ☐ Apply & Accept
 Match Account \$: .

Funding Line 1:

500-220-2200-A159

Funding Line 2:

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Funding Line 3:

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Funding Line 4:

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KEY CONTRACT TERMS**Start Date:**

Upon issuance of NTP

End Date:

(a) a period of 12 months; (b) Final acceptance; or (c) the Agreement is terminated as provided in the Agreement

Cost Adjustment:

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Renewal/Extension Terms:

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ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Melendez, Glenn	Date: 2/21/2020
X	County Attorney:	Ringer, Cheryl	Date: 3/10/2020
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 3/10/2020
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 2/24/2020
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 3/11/2020

AMENDMENT NO. 1 TO FORM OF CONTRACT

Contractor: ***For The Record, LTD***

Contract No. ***#17RFP07192017A-CJC, Digital Recording System for Courts***

Address: ***FTR, Ltd. 1401 17th Street, Suite 525***

City, State ***Denver, CO 80202***

Telephone: ***(303) 547- 4565***

E-mail: ***sfranklin@fortherecord.com***

Contact: ***Stephanie Franklin***
Inside Sales Representative

W I T N E S S E T H

WHEREAS, Fulton County ("County") entered into a Contract with FTR, LTD (DE) to provide Digital Recording System for Courts, dated September 6, 2018, on behalf of the Department of Information Technology; and

WHEREAS, this amendment will provide Digital Recording Systems for an additional 47 courtrooms to include design, configuration, installation, cabling, hardware, software and all components; and

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 March 18, 2020, BOC Items #20-

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

This Amendment No. 1 to Form of Contract is effective as of the 18th day of March, 2020, between the County and FTR, LTD. (DE)., 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:** To provide a digital recording system that can provide Digital Recording capabilities to various courtrooms in Fulton County. The solution includes the design, configuration, installation, cabling, hardware, software and all components needed to complete the system. Training of County and IT staff are also, included. This system will provide a digital record of courtroom proceedings that will be beneficial to staff and citizens.

2. **COMPENSATION:** The services described under Scope of Work herein shall be performed by Contractor for a total amount not to exceed \$1,245,500.00 (One Million Two Hundred Forty Five Thousand Five Hundred and No Cents).
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:

FTR, LTD. (DE)

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

ATTEST:

Anthony Douglass
President

ATTEST:

Tonya R. Grier
Interim Clerk to the Commission

(Affix County Seal)

APPROVED AS TO FORM:

Secretary/
Assistant Secretary

(Affix Corporate Seal)

ATTEST:

Office of the County Attorney

APPROVED AS TO CONTENT:

Notary Public

County: _____

Glenn Melendez, Interim CIO
Information Technology Department

Commission Expires: _____

(Affix Notary Seal)

ITEM#: _____ RCS: _____ RECESS MEETING	ITEM#: _____ RM: _____ REGULAR MEETING
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DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
GOODS AND COMMODITIES SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
	1/1/2019	12/31/2019	
PO Number			PO Date
Department	<u>Information Technology</u>		
Bid Number	<u>17RFP07192017A-CJC</u>		
Service Commodity			
Contractor	<u>For the Record</u>		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>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.</i>
= Satisfactory	<i>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.</i>
= Good	<i>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.</i>
= Excellent	<i>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.</i>

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

Comments:

- ☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

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. 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

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

Comments:

- ☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

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20-0219

- ☐ 1
☐ 2
☒ 3
☐ 4

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

- ☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

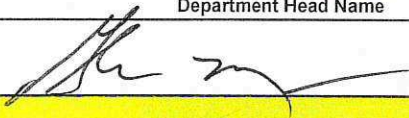
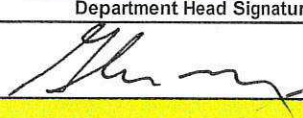
Comments:

Overall Performance Rating: 3.0

Would you select/recommend this vendor again?
 Check box for Yes. Leave Blank for No)

☒ Yes ☐ No

Rating completed by:

Department Head Name	Department Head Signature	Date
		2/21/2020