



Fulton County Board of Commissioners
Agenda Item Summary

19-0968

BOC Meeting Date
 11/20/2019

Requesting Agency
 Information Technology

Commission Districts Affected
 All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*
 Request approval of recommended proposal – Information Technology, 19RFP3152019K-DJ, Agenda Management System with Carahsoft Technology Corporation (Reston, VA) in the amount of \$127,153.92 for the acquisition and implementation of an end-to-end, organization wide agenda automation and legislative history software system. The contract will commence as of the date indicated in the Notice to Proceed (NTP) and shall continue until the sooner of (a) a period of 24 months; (b) Final Acceptance; or (c) the Agreement is terminated as provided herein.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*
 In accordance with Purchasing Code Section 102-374 or 102-375, all competitive sealed proposals 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 trust government is efficient, effective, and fiscally sound

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 project will consist of the acquisition and implementation of a comprehensive, end-to-end, organization-wide agenda automation and legislative history software system that will accommodate the County’s expanding need. The new solution has the following benefits:

- Automate Agenda Preparation – streamline item submittals and simplify the approval process; automate a customizable legislative workflow; automate agenda material compilation and approval; track progress and generate reports; unlimited workflow sequences, users and records, and; integration to manage documents with Microsoft Word.
- Manage Board Seats – simplifies the citizen application and appointment to Boards process; unlimited boards, commissions, committees, and subcommittees; unlimited storage of citizen applications; unlimited user accounts; track and manage Board positions.
- Capture Citizen Feedback – collect input from the community and include citizens unable to attend meetings.
- Livestream Meetings – meetings can be streamed via a seamless live and on-demand streaming experience across all devices; citizens can browse published agendas and supporting documents, perform keyword searches; citizens can subscribe to agendas or keyword searches to get real-time notifications when new, relevant content becomes available.

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)

- Electronically Capture Meeting Minutes – instantly recording motions and capturing votes in real time.
- Provide Citizen Access – searchable meeting library of agendas, minutes and videos
- Notify Stakeholders – automatically and proactively communicate when new meeting materials are posted.
- Closed captioning for ADA compliance.

The total cost is comprised of:

One-time fee	\$ 32,119.66
Annual Subscription	<u>\$ 95,034.26</u>
TOTAL	\$127,153.92

This is a new system and in accordance with County Purchasing Code Section 102-386, regarding intellectual property, the anticipated useful life of the intellectual property is a minimum of 7 years and the anticipated cost for maintenance and support, service agreement and licensing fees in order to maintain the intellectual property over its useful life is estimated to be \$101,686.67 annually beginning FY2021.

Community Impact: None

Department Recommendation: Recommends approval

Project Implications: The County currently utilizes a Hyland product (SIRE) as its agenda management software system, implemented in 2012, to prepare, store and archive BOC agendas and meeting information. No current or future developments or support is available for the SIRE application. The application is supported on Microsoft Operations System Windows 7 which will also lose support in the 1st Quarter of 2020.

Community Issues/Concerns: None

Department Issues/Concerns: None

History of BOC Agenda Item: This is a new procurement.

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value:	\$127,153.92
Prime Vendor:	Carahsoft Technology Corporation
Prime Status:	Non-Minority
Location:	Reston, VA
County:	Fairfax County
Prime Value:	\$127,153.92 or 100.00%
Subcontractor:	None
Total Contract Value:	\$127,153.92 or 100.00%
Total M/FBE Value:	\$-0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	36	18	0	54
No. Bids Received:	3	0	0	3

Total Contract Value	\$127,153.92 or 100%
Total M/FBE Values	
Total Prime Value	\$127,153.92 or 100%

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 500-220-2200-A054: Capital Improvements, Information Technology, SIRE Replacement - \$127,153.92

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
 Exhibit 1: Evaluation Committee Recommendation Letter
 Exhibit 2: Contractor Performance Memo

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Glenn Melendez, Deputy CIO, 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: No	Previous Contracts: No		
Solicitation Number: 19RFP3152019K-DJ	Submitting Agency: Information Technology	Staff Contact: Glenn Melendez	Contact Phone: (404) 612-0192

Description: Acquisition and implementation of a Agenda Management System

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:		Amount: .	%. .
Previous Adjustments:		Amount: .	%. .
This Request:	\$127,153.92	Amount: .	%. .
TOTAL:	\$127,153.92	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: 500-220-2200-A054	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: Effective upon issuance of NTP	End Date:
Cost Adjustment:	Renewal/Extension Terms: One-time procurement

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Keaton-Hart, Nicole	Date: 11/8/2019
X	County Attorney:	Ringer, Cheryl	Date: 11/12/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/12/2019
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 11/12/2019
	Grants Management:		Date:
X	County Manager:	Anderson, Dick	Date: 11/12/2019



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: November 8, 2019

PROJECT: 19RFP3152019K-DJ, Agenda Management System

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Clerk to the Commission.

Three (3) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. CivicPlus, LLC ("CivicPlus")
2. Prime Government Solutions, LLC ("Prime Gov")
3. Carahsoft Technology Corp. ("Granicus")

After review of the technical proposal each firm was invited to conduct product demonstration/oral presentation:

1. CivicPlus, LLC ("CivicPlus")
2. Prime Government Solutions, LLC ("Prime Gov")
3. Carahsoft Technology Corp. ("Granicus")

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Carahsoft Technology Corp. (Granicus) with a total score of **80.17**, is the recommended vendor for the award of 19RFP3152019K-DJ, Agenda Management System.

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Evaluation Committee Recommendation Letter

November 8, 2019

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The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:

Glenn Melendez, Deputy CIO
Information Technology

Chad Carlisle, Application Development Manager
Information Technology

Jesse A. Harris, Clerk to the Commission
Fulton County Board of Commissioners

Tonya R. Grier, Chief Deputy Clerk to the Commission
Fulton County Board of Commissioners

Nikki Peterson, Deputy Clerk to the Commission
Fulton County Board of Commissioners

Alana Gillespie, Office Administrator
Office of the County Manager

EVALUATION CRITERIA	WEIGHT	Carahsoft Technology Corp. (Granicus)	CivicPlus, LLC (CivicPlus)	Prime Government Solutions, LLC (Prime Gov)
Technical Approach	50%	41.67	35.42	37.50
Qualifications of Key Personnel	15%	12.20	10	11.88
Relevant Project Experience	10%	8.75	7.08	8.75
Availability of Key Personnel	3%	2.25	1.65	2.25
Local Preference	5%	0	0	0
Service Disabled Veterans Preference	2%	0	0	0
Cost Proposal	15%	15	12.121	5.688
TOTAL SCORE:	100%	80.17	66.27	66.06

INTEROFFICE MEMORANDUM



TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: Glenn Melendez, Deputy CIO
Information Technology

DATE: November 8, 2019

SUBJECT: Contractor Performance Memo

The contractor listed below has never served as a Prime Contractor providing professional services for Fulton County.

Project No: 19RFP3152019K-DJ

Project Title: Agenda Management System

Contractor: Caragsoft Technology Corp.
1860 Michael Faraday Drive
Suite 100
Reston, VA 20190



Fulton County Government

Assembly Hall & Agenda Management System Project

NOVEMBER 2019

AGENDA

Assembly Hall Renovation



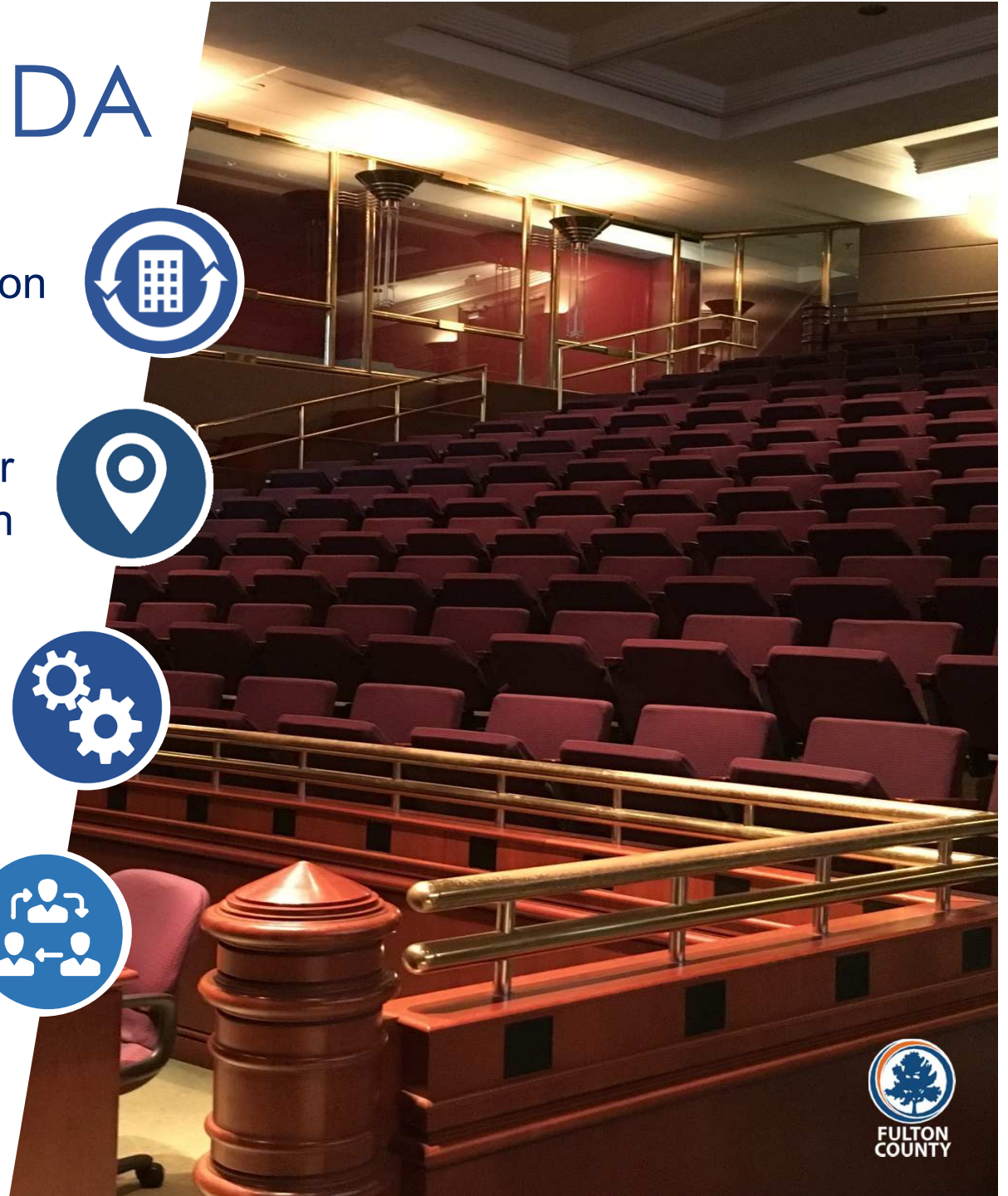
South Service Center Renovation



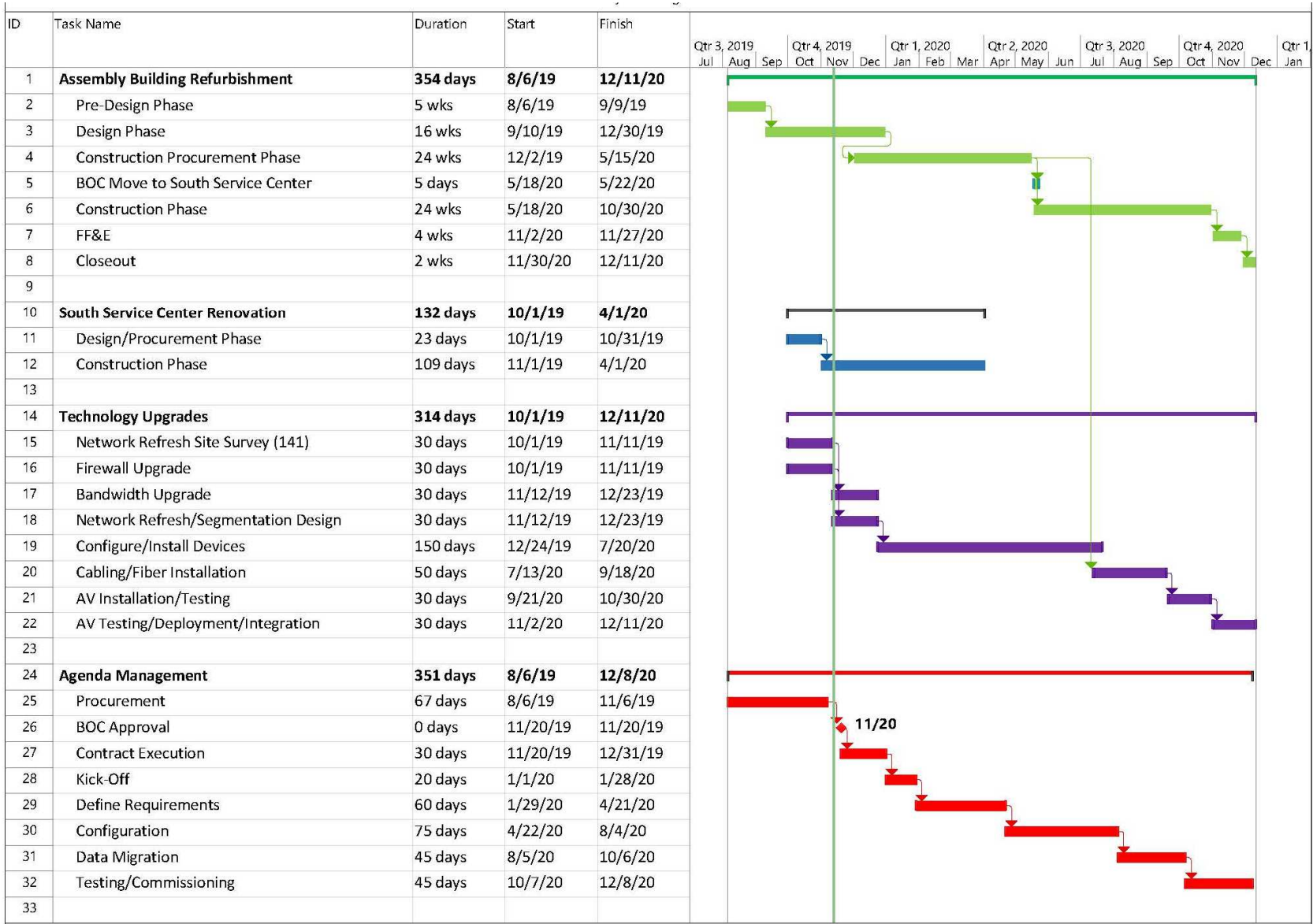
Technology Upgrades



Agenda Management System



Comprehensive Timeline



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Assembly Hall Renovation



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Existing Conditions

Assembly Hall Renovation



Assembly Hall – Main Chamber

- Replace fixed and moveable seating
- Restore millwork and railing finishes
- New carpet
- Replace acoustical wall panels & Dais wall finishes

Commissioners Chamber

- New AV system & video conference capability
- New furnishings
- New interior finishes
- Catering & business support area

Assembly Hall Renovation



LED Lighting Upgrades

- LED Fixture Replacement
- Update Lighting Controls
- New Lighting at Dais & Proclamation Areas

New Media Room

- New dedicated room for Media
- Access to video/audio feeds

Assembly Hall Renovation



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Proposed view of Dais Area

Assembly Hall Renovation



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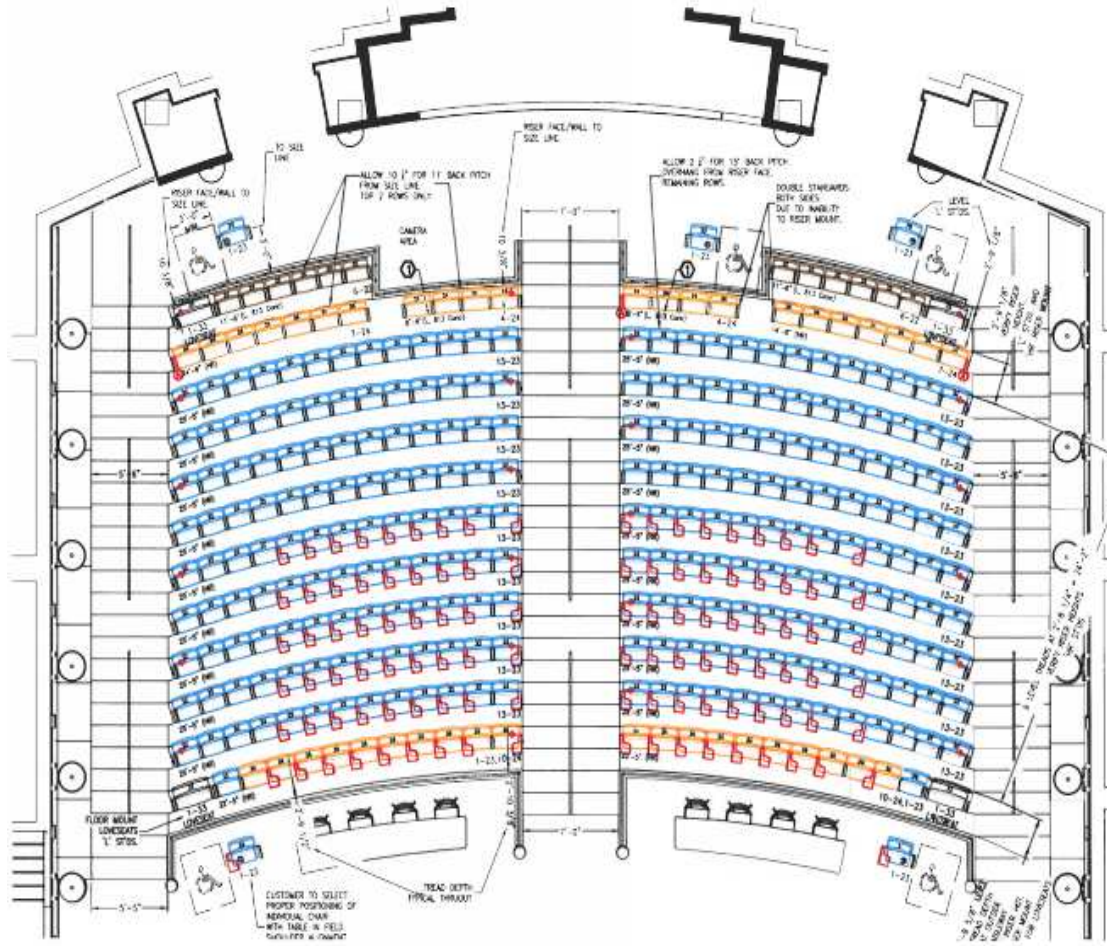
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Proposed view of Seating Area

Assembly Hall Renovation - Seating



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- ✓ Wider seats (22-24in)
- ✓ Tablet arms
- ✓ ADA companion seats
- ✓ Aisle lighting
- ✓ 300 seats (proposed)
- ✓ Powered rails
- ✓ Mock-up in progress



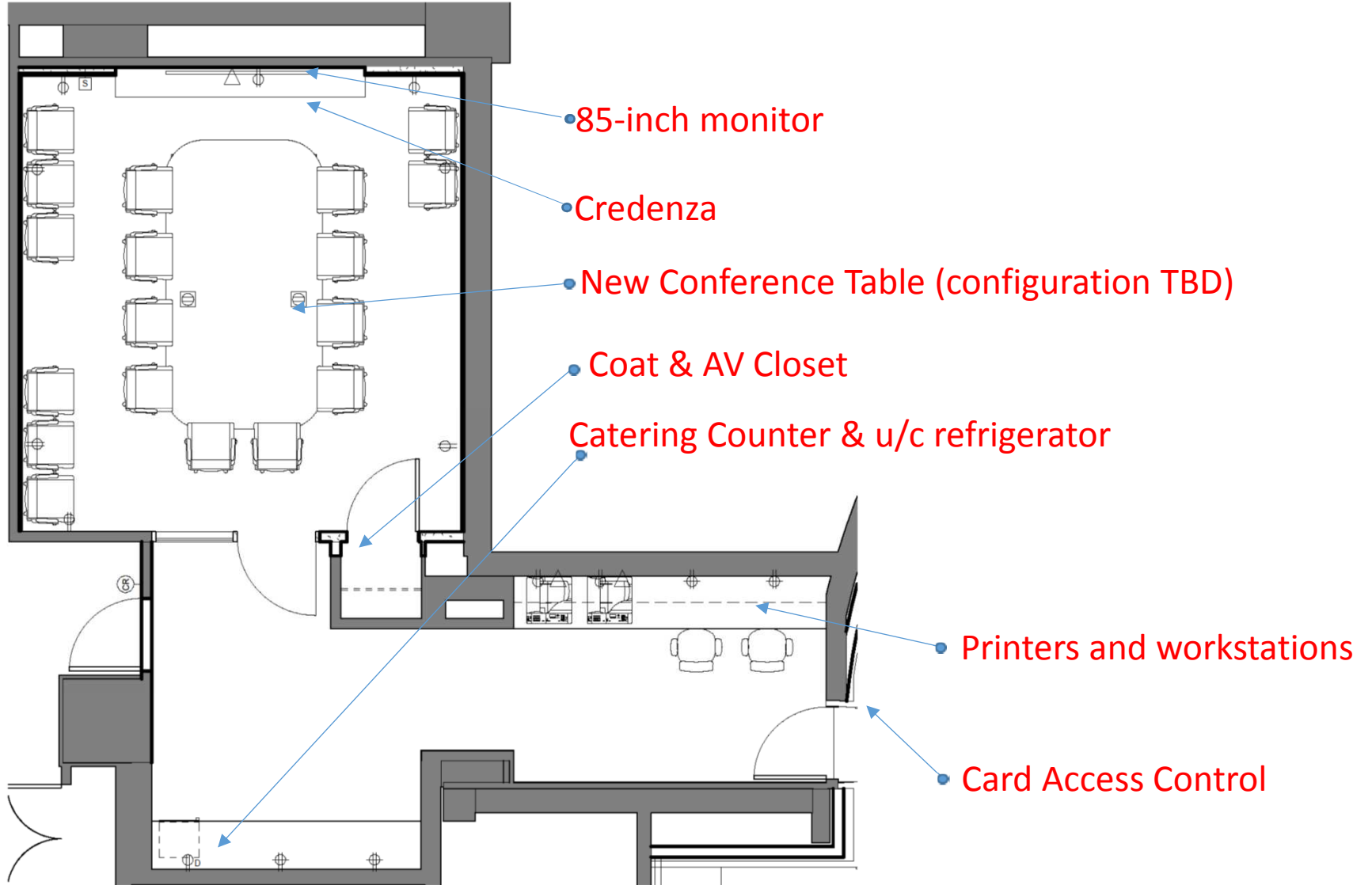
Preliminary Seating Plan for Assembly Hall

Commissioners Chamber Renovation



- Replacement of AV system
 - q Coordinated with Agenda Management System
 - q Video conference capability
 - q FGTV feed
- Replace conference table and seating
- Replacement of Interior Finishes
- Add card access control from Assembly Hall
- Catering & business support area

Commissioners Chamber Renovation



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Commissioners Chamber Renovation



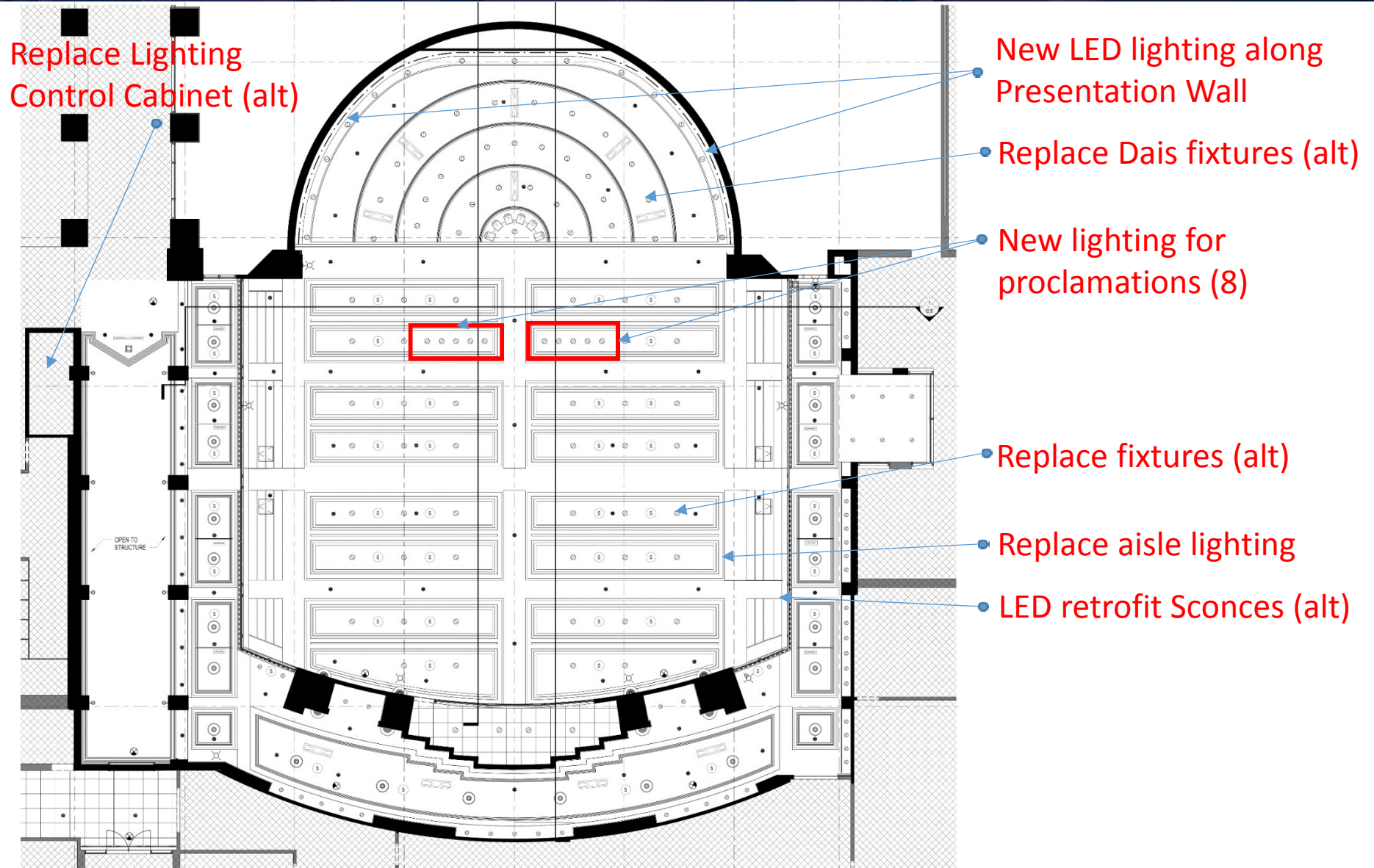
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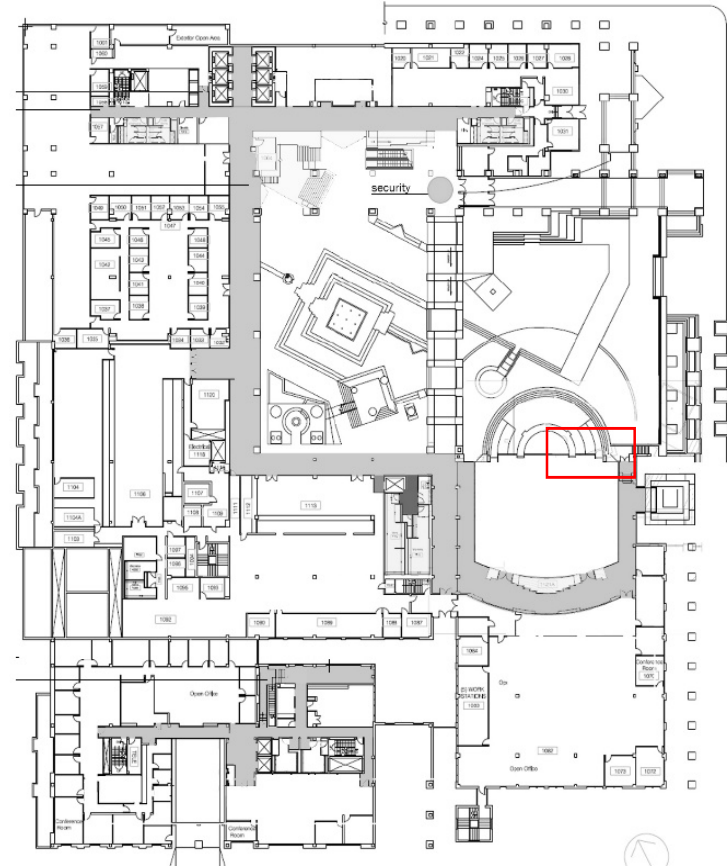
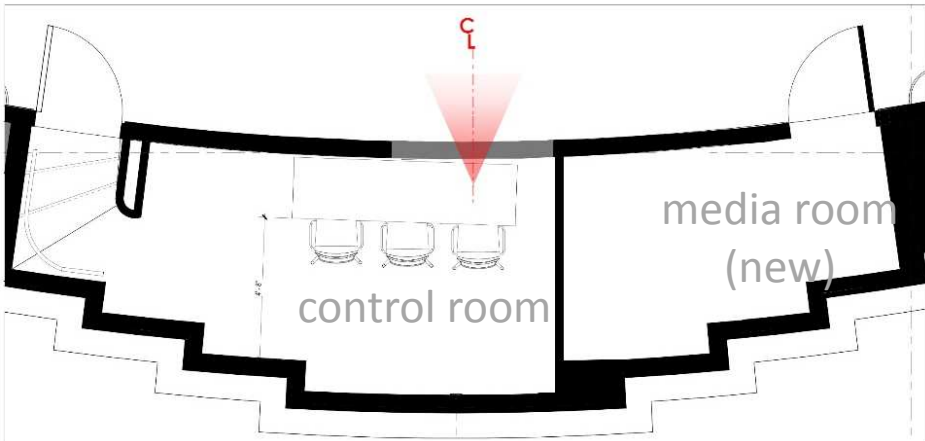
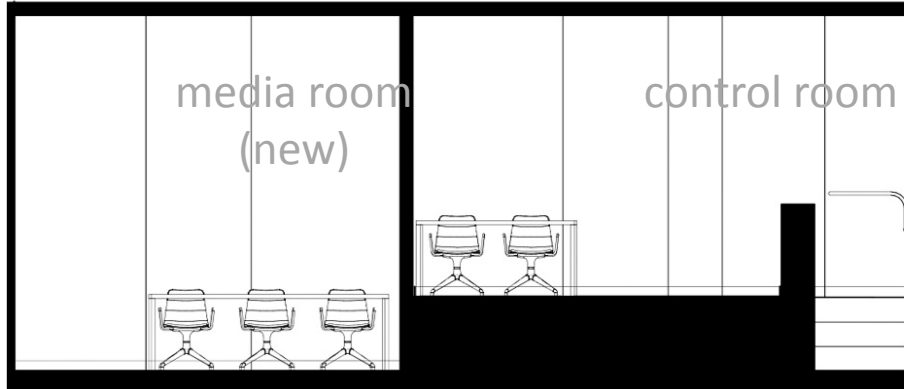
Proposed rendering of Chamber

Assembly Hall Renovation – Lighting Upgrades



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Assembly Hall Renovation – Media Room



South Service Center Renovation



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Meeting Room

- q Paint Walls
- q New Ceiling Tile & Flooring
- q New Seating & AV Upgrade








Building Projects

- q Upgrade Restrooms & Lobbies
- q Upgrade of Meeting Room
- q Exterior Painting
- q Worksource Renovation
- q New Painting, Lighting & Water Fountains in Halls

Technology Upgrades – AV Systems



-  220-inch DVLED seamless main presentation screen
-  New DVLED Side Screens
-  Integration with Agenda Management System
-  Complete Sound System replacement
-  Video conference capabilities
-  New ADA compliant Lectern
-  PTZ camera system for recording
-  New AV Systems for Chamber

Technology Upgrades – Presentation Screens



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Technology Upgrades – Presentation Screens



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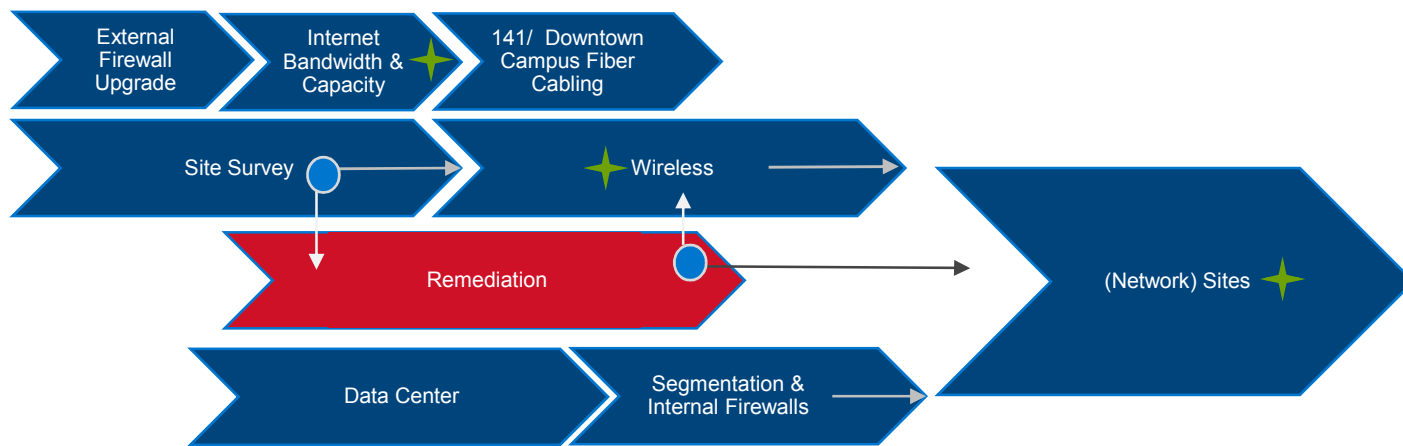
View from Dais

Technology Upgrades – Network Refresh



Planning and Design Considerations

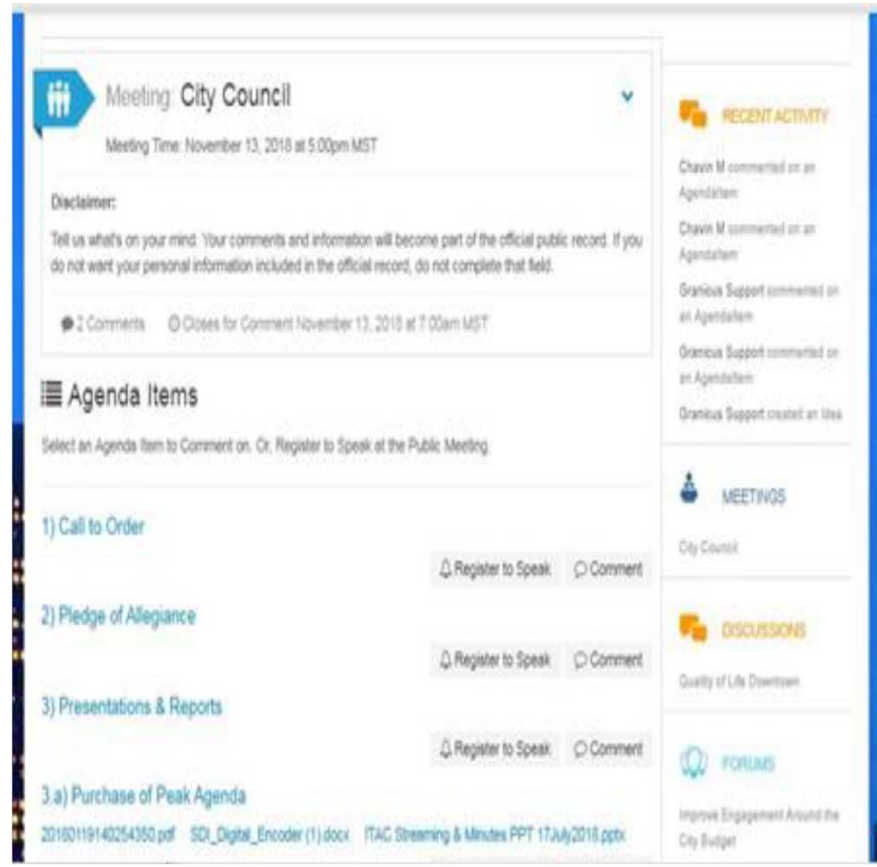
- q Firewalls
- q Internet Bandwidth & Capacity
- q Fiber/Cabling
- q Port Capacity
- q Segmentation & Network Access Control
- q Critical Business Function
- q Business need





Agenda Management System

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Overview of New System

- ▶ Granicus – Selected Vendor
 - ▶ 37 SIRE conversions to date
 - ▶ 4000+ government clients around the globe
- ▶ Similar Sized Customers
 - ▶ DeKalb County, GA
 - ▶ Hillsborough County, FL
 - ▶ Orange County, FL
 - ▶ Wake County, NC

Agenda Management System



Benefits of New System



Pre-Meeting Solutions



Automated & streamlined agenda preparation



Ability to register for public comment



Meeting Solutions



Intuitive app access and real-time capture of meeting minutes



Capture meeting minutes electronically



Web based boards & commissions (multiple)



Post Meeting Solutions



Auto-generated meeting minutes



Searchable meeting library for public



Enhanced notification for posted meeting material

