



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors DATE: December 15, 2020
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: PrimeGov Legislative Management Platform – Prime Government Solutions Inc.

ACTION REQUESTED

Approve a budget amendment AM-00395 in the amount of \$33,000 within the appropriate accounts of the Clerk of the Board FY 2020-21 Final Budget.

Authorize the addition of three encoders to the Master Fixed Asset List for FY 2020-21.

Approve an amendment to the contract with Prime Government Solutions Inc. of Scottsdale, AZ for two years of annual support of the County's legislative management platform, to increase the contract amount by \$99,527 for a revised maximum contract amount of \$194,127 for the period through November 16, 2023. Funding for the two additional years will be included in future requested budgets for the Information Technology Department.

Authorize change orders up to a maximum amount of \$19,412 consistent with Placer County's Procurement Policy.

Authorize the Purchasing Manager to sign all required documents subject to departmental concurrence and available funding.

BACKGROUND

The County Executive Office, Clerk of the Board Division provides staff support to your Board by preparing agendas, recording minutes, and retaining records of meetings.

The Clerk of the Board requested the assistance of the Information Technology Department in identifying and evaluating cost savings alternatives towards acquiring a new legislative management platform that would meet the County's current and future operational requirements.

Information Technology enlisted the assistance of the Procurement Services Division to evaluate cost savings alternatives including the use a competitively bid cooperative agreements available for use by other public agencies. Procurement Services determined that the use of eligible cooperative agreements would result in an expedited purchase and better pricing that what Placer County could secure independently.

Information Technology requested solutions from multiple firms for the purpose of surveying the marketplace with the option of executing an agreement for a new legislative management platform. Information Technology received responses from the following:

Granicus/Legistar of Denver, CO
Hyland Onbase of Westlake, OH
iCompass of New York, NY
Prime Government Solutions, Inc. of Harrisburgh, PA

An evaluation panel comprised of representatives from Community Development Resource Agency, County Counsel, Department of Public Works, Facilities Management, Health and Human Services, Human Resources, Information Technology, and County Executive Office refined the general,

technical and functional requirements for a final solution. Three firms were short-listed and thoroughly evaluated against the County's operational requirements. Staff determined that Prime Government Solutions offered the most competitive co-operative agreement and solution that best meets the County's current and future needs. The proposed pricing is based on a Los Angeles County CA competitive agreement.

Procurement Policy Section 3.5 (A) allows the County to contract with a vendor that was awarded an agreement by another public agency as the result of a competitive process without further competitive bidding by Placer County. The LA contract meets these criteria.

On November 17, 2020, the Purchasing Manager executed a contract with Prime Government Solutions for the implementation and first-year support of a new legislative management platform in the amount of \$94,600. This is comprised of \$44,600 for the first years annual cost, \$33,000 in fixed assets and \$14,000 for other items and services. These first-year costs were funded by the Clerk of the Board FY20/21 Final Budget. Annual support costs for future years are planned to be funded in the requested budgets for the Information Technology Department.

Prime Government Solutions has offered locked in pricing for annual support for year two at \$45,938 and year three at \$47,316 for a total of \$99,527 for both years. It is in the best interest of the County to approve this contract amendment and lock in this favorable pricing. This will save the County from fluctuations in the pricing market for software and protect the investment in this system for three full years.

The actions requested exceed the Purchasing Manager's authority and requires your Board's approval in accordance with Procurement Policy. Therefore, your Board's approval is requested to take the actions noted above and to authorize the Purchasing Manager to take all necessary actions to increase the contract in the amount by \$99,527 for a revised maximum contract amount of \$194,127 for the period November 17, 2021 through November 16, 2023.

FISCAL IMPACT

There is no fiscal impact in FY20/21 for this contract amendment. Funding for the additional years of support provided by the amendment will be included in future requested budgets for the Information Technology Department.

ATTACHMENTS

Master Fixed Asset List

ADDITION TO FY2020-21 MASTER FIXED ASSET LIST

<u>QTY</u>	<u>ITEM</u>	<u>TOTAL COST</u>
3 each	PrimeGov Encoders	\$33,000

