

Board of County Commissioners

Agenda Request

Date of Meeting: February 16, 2010

Date Submitted: January 29, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Jennifer Langston, Special Projects Coordinator
Jessica Welch, Policy & Public Information Coordinator

Subject: Request Board Approval to Purchase Software & Hardware Necessary to Execute the Paperless Agenda System

Statement of Issue:

This agenda item requests Board approval to purchase software and hardware necessary to execute the paperless agenda system.

Background:

At the June 2, 2009 meeting, the Board directed staff to look into the idea of paperless Board Meeting Agendas, to include cost estimates from Inspired Technologies and to consider in the upcoming budget.

Analysis:

Efficiencies:

Utilizing a paperless agenda option provides a cost effective solution for the County. Staff currently assembles (17) agenda notebooks for Commissioners, Staff, Clerk, etc., estimating two boxes of paper per meeting. In addition, it is estimated that 32 hours of staff time each month is spent in copying and assembling notebooks. Currently County Administration Building shares one copier/printer capable of printing larger quantities of documents. The copy machine only holds one ream of paper at a time and therefore has to be monitored and replenished during copying. The preparation of agenda notebooks often times prevents other staff from using the machine. Due to the large volume of copying of agenda notebooks, excessive wear and tear is occurring, as well as the increase in the number of service calls, and quantities of toner to operate. Transitioning from paper to electronic technology will allow staff to concentrate on other job responsibilities and increase productivity.

Costs:

Currently the County is spending approximately \$154.00 in paper per month for Board meeting notebooks. The copier located in the Administration Building is allowed 32,000 copies a month per contract and has been determined that staff has been exceeding this amount on a monthly basis. In addition, color copies are an additional \$.008 and are anticipated to be reduced when converted to the paperless system. Staff time is estimated at 32 hours per month at \$600 in staff salary related to preparation and copying only.

Vendor Analysis:

Since early July, staff researched various options to implement the paperless agenda process. The analysis of that research is contained in the table below:

Vendor	Product Evaluation	Costs
eBOARD Solutions	Staff, along with Commissioner Stewart, participated in a webinar/demonstration. This application appeared to meet the needs of paperless agenda. However, the unknown costs of updates that the County may be responsible for was uncertain.	\$12,685.00 plus an hourly rate that averaged \$150 for routine data conversions and did not include the cost to convert the policies into the online system or staff training. (Chamber internet connection costs not included).
Provox Systems, /Agenda.NET	Staff participated in a webinar/demonstration. Did not appear to be intuitive for users to navigate, and not a good fit for the County's needs.	\$14,445.66 including maintenance and training. (Chamber internet connection costs not included).
Muni Code/ Legistar	Staff held conference call to discuss the needs with vendor. Product contained Agenda Approval Process with notifications and workflow process. Miami and Miami Dade currently use. Appeared to be robust program for a rural county. In the future this application may be an option.	Estimated fee of \$25,000 including maintenance and training. (Chamber internet connection costs not included).
Inspired Technologies/ Sharepoint	Discussed needs of paperless agenda process, a demonstration of the Microsoft Sharepoint product was provided. The product features an agenda approval process with notifications operated by a workflow process. Currently, local businesses such as Workforce Plus and Sylvan Learning utilize this product. In addition, the product includes an intranet capability which the County does not have. An intranet is like an internal internet specific to an organization where local information is exchanged.	\$12,110.00, including maintenance, training and Chamber internet connection costs. The County would own the product.

As the table notes above each product was given thorough examination in exploring the most viable solution for the County. After much research on the paperless agenda process, staff is recommending approval of \$12,110.00 from the Reserve Account #001-0202-511-990 (*if approved, \$298,954 remaining balance*) to purchase the software and hardware necessary to execute the

paperless agenda system from Inspired Technologies. Staff contacted our current IT provider as directed by the Board, to discuss the need for paperless agendas. This option offers the County the ability to own the user-friendly program and is the most affordable option. This system allows for an electronic workflow process for agenda items to be reviewed from Departments to OMB to County Attorney, to County Administration in an efficient manner.

In addition, the program will allow for Commissioners and staff the ability to review the agenda items on their laptops, during the Board Meetings without the notebook binder of voluminous paper. The County is currently in a contract with Inspired Technologies for networking services, technology maintenance, and support services. The cost includes Microsoft Sharepoint 2007 Server and includes workflow and Intranet capabilities, 11 data connections in the Commission Chambers, training for staff and Commissioners, includes maintenance and access to local assistance if desired. (NOTE: Currently there is not internet access in the Chambers facility).

Purchasing Policy:

The paperless agenda software was not bid out, as software is included as an exemption to the competitive bidding process per the County purchasing policy, and therefore was not put out for bid. Inspired Technologies included the installation costs and data connections for the Chambers, deducting the quote for those costs, reduces the actual quote to \$8600 which is below the required competitive bid threshold of \$10,000.00, and therefore only requires the solicitation of three quotes.

Summary:

The amount being requested to purchase the paperless agenda system is a one time fee of \$12,110.00 and pays for itself in less than two years; and should be noted after the second year the County will experience the cost savings such as, paper, color copies, staff time, as well as wear and tear on the copy machine. Staff is excited about this new program and is pleased to bring such an efficient means and cost savings to the County at a much needed time.

Staff will continue to place the agenda and associated items on the County website, for citizens to access, as well as, publishing a paper agenda notebook for citizens to review in the County Administration office. The paperless agenda process is anticipated to be operational early April 2010, per Board approval.

Options:

1. Approve the transfer of funds from the Reserve Account #001-0202-511-990 to purchase software and hardware to execute the paperless agenda system.
2. Do not approve the transfer of funds to purchase software and hardware to execute the paperless agenda system.
3. Board direction.

Recommendation:

Option #1

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Attachments:

1. Quote from Inspired Technologies