

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: June 2, 2023	PREPARED BY: Beau Beckley
Meeting Date Requested: June 13, 2023	PRESENTED BY: Liz Cupples
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <div style="text-align: right;"> Brought Before the Board Time needed: 5 minutes </div>	
SUBJECT / ISSUE: CivicPlus software solutions CivicClerk, Live Meeting Manager, CivicClerk Media.	
FISCAL IMPACT: Information Services will use funds from 101350-641801, and 101350-4121 to pay the amount not to exceed \$17,500	
BACKGROUND: CivicClerk makes the agenda and minutes process digital, centralized, and reduce the need for paper copies. Live Meeting Manager allows for attaching notes to the video stream, electronic voting, and displaying pages as the meeting progresses. CivicClerk Media will stream the videos of the Commissioners Meeting.	
RECOMMENDATION: Authorize the Information Services department to purchase CivicClerk, Live Meeting Manager, and CivicClerk Media from CivicPlus	
COORDINATION: Reviewed by Liz Cupples, Director of Information Services; Beau Beckley, Assistant Director of Information Services; Jeff Briggs, Prosecuting Attorney's Office.	
ATTACHMENTS: CivicPlus Clerk Quote Resolution	
HANDLING / ROUTING: Commissioners – Original Information Services - Copy	

I certify the above information is accurate and complete.

Beau Beckley, Assistant Director of Information Services	Name, Title
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FRANKLIN COUNTY RESOLUTION NO. _____

**BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

RE: AUTHORIZATION FOR INFORMATION SERVICES TO PURCHASE SOFTWARE
CIVICCLERK, LIVE MEETING MANAGER, AND CIVICCLERK MEDIA FROM
CIVICPLUS

WHEREAS, Information Services is requesting authorization to purchase CivicClerk, Live Meeting Manager, and CivicClerk Media in the amount of \$17,500; and

WHEREAS, CivicClerk makes the agenda and minutes process digital, centralized, and reduce the need for paper copies; and

WHEREAS, Live Meeting Manager allows for attaching notes to the video stream, electronic voting, and displaying pages as the meeting progresses; and

WHEREAS, CivicClerk Media will stream the videos of the Commissioners Meeting; and

WHEREAS, Information Services will use funds from 101350-641801, and 101350-4121 to pay the amount not to exceed \$17,500; and

WHEREAS, Annual renewal costs for future subscriptions will be requested through the normal budget process; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority for Franklin County and desires to enter into this agreement as being in the best interest of Franklin County;

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners hereby authorize the Information Services department to purchase CivicClerk, Live Meeting Manager, and CivicClerk Media from CivicPlus for a cost not to exceed \$17,500.

APPROVED this _____ day of _____, 2023.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chairman

Chairman Pro Tem

Member

ATTEST:

Clerk to the Board

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-41012-1

4/6/2023 12:49 PM

6/30/2023

Client:

FRANKLIN COUNTY, WASHINGTON

Bill To:

FRANKLIN COUNTY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Eric Petersen	x	eric.petersen@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable	USD 7,502.00
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -5,265.50
1.00	CivicClerk Media Implementation	CivicClerk Media Implementation Fee	One-time	USD 1,050.00
1.00	CivicClerk Media Annual Fee	Unlimited storage, unlimited users, up to 3 concurrent streams	Renewable	USD 5,622.75
1.00	Agenda & Meeting Management Select Premium Implementation Package	Premium Implementation Package – Up to 5 Boards		USD 0.00
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time	USD 2,220.00
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time	USD 420.00
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time	USD 480.00
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time	USD 720.00
1.00	Live Meeting Manager Annual Fee	CivicClerk Live Meeting Manager Annual Fee - Live Meeting, Electronic Voting, Display Pages	Renewable	USD 2,854.50

List Price - Year 1 Total	USD 23,695.00
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Total Investment - Prorated Year 1	USD 15,603.75
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Annual Recurring Services (Subject to Uplift)	USD 15,979.25
Total Days of Quote:366	

Initial Term Invoice Schedule	100% Due at Start Date
Annual Uplift	As agreed to in the Agreement

The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.

This Statement of Work ("SOW") shall be subject to the terms and conditions of Master Services Agreement signed by and between the Parties and the applicable Solutions and Services Terms and Conditions located at: <https://www.civicplus.help/hc/en-us/sections/11726451593367-Solutions-and-Services-Terms-and-Conditions> (collective, the "Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)