

Regular Meeting
BOARD OF BIDS AND CONTRACTS
BoCC Meeting Room at 10:00 AM
Thursday July 12, 2018
(1 Item)

AGENDA ITEM

1. Contract Management Software ----- Information, Technology & Support Services (ITSS)

Contract and Agenda Management Solution

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Anna Meyerhoff – Division of Information Technology
& Support Services



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History of Contract Management within Sedgwick County

- Prior to 2016, no centralized contract management
- SharePoint site created under direction of County Counselor's Office by request of County Manager
- Departments have worked to submit active contracts into site, but is inefficient, requiring the same information to be submitted
 - Granicus (Legistar)
 - Contract Approval
 - Agenda
 - SharePoint
 - Independent Division tracking



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History of Contract Management within Sedgwick County (cont.)

- Stakeholders met in Fall 2017 to discuss preferred future for Contract Management
 - Finance
 - County Counselor
 - ITSS
 - County Manager's Office
- County Manager tasked ITSS with identifying solution that would create **single point entry and link contract management with agenda management and limit opportunity for human error**
- Finance created Administrative Manager position with responsibilities to include oversight of contract management



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Potential Solutions

- Several options were identified
 - Current Granicus (Legistar) system
 - Limited functionality
 - Utilizing current purchasing system PPS
 - Not functional for all types of contracts
- Contract Management software programs by other vendors
 - No agenda functionality
- OnBase – County's content management system since 2000



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Current Uses of OnBase

- Already integrated into multiple departments day to day processes
 - Sedgwick County Website
 - Elections
 - Tax information
 - Finance – SAP
 - COMCARE – PsychConsult
 - CDDO – PsychConsult
 - Appraiser’s Office – Orion
 - Legal – Sharepoint
 - Treasurer’s Office – GRM
 - MABCD – Hansen
 - District Attorney - Justware



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OnBase: Streamlined Solution



All within the same system



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Benefits of OnBase

- Provides contract management for the entire life cycle, including key milestones, workloads, and upcoming obligations
- Seamlessly transitions between contract creation and negotiation and approval including agenda item creation
 - Speeds request process and lessens burden on County Counselor
 - Formalizes request process
- Helps minimize risk and supports compliance by tracking all activities, monitoring performance and ensuring information security
 - Increased visibility into contract status with reporting and dashboards
 - Can assess length of turnover for contracts and improve bottlenecks
- Contract knowledge retained despite employee turnover
- **Fully customizable to Sedgwick County's needs**
 - No data loss for information in Granicus (Legistar) and Sharepoint



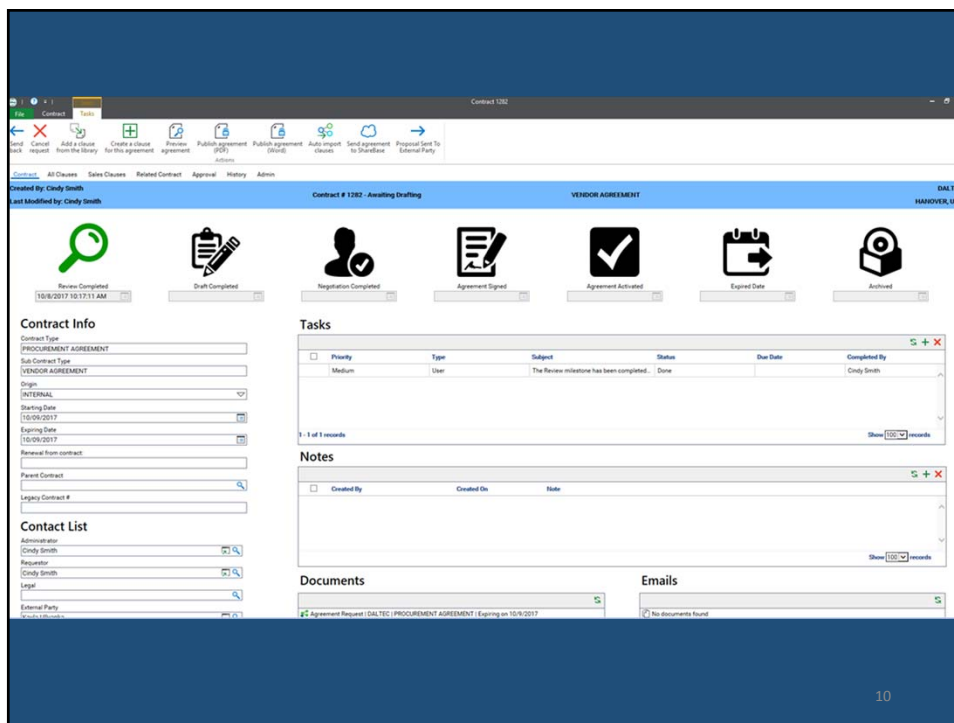
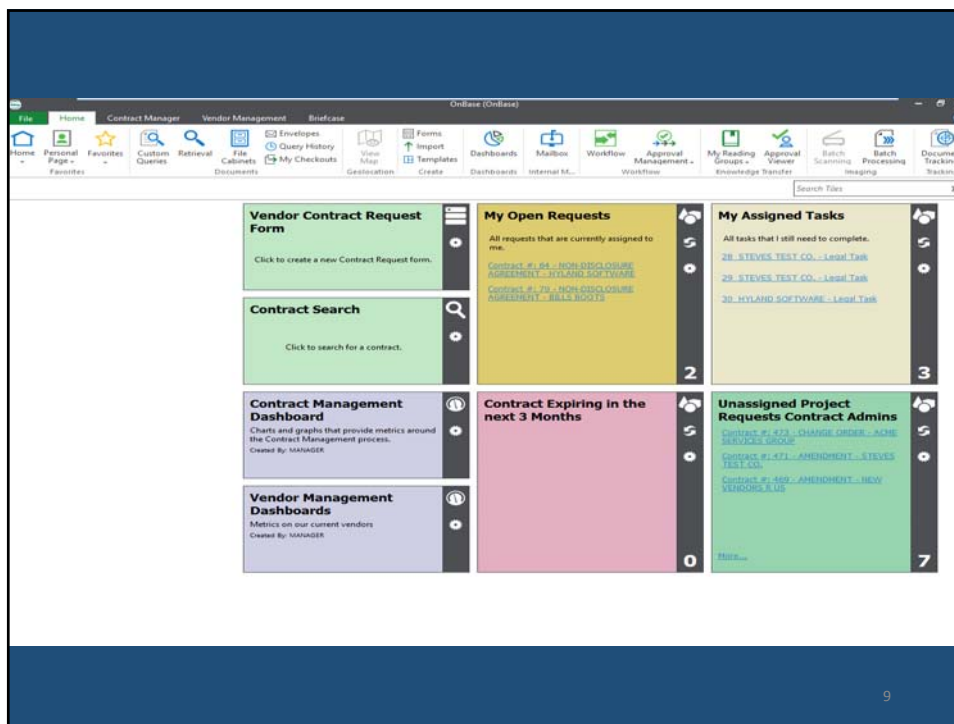
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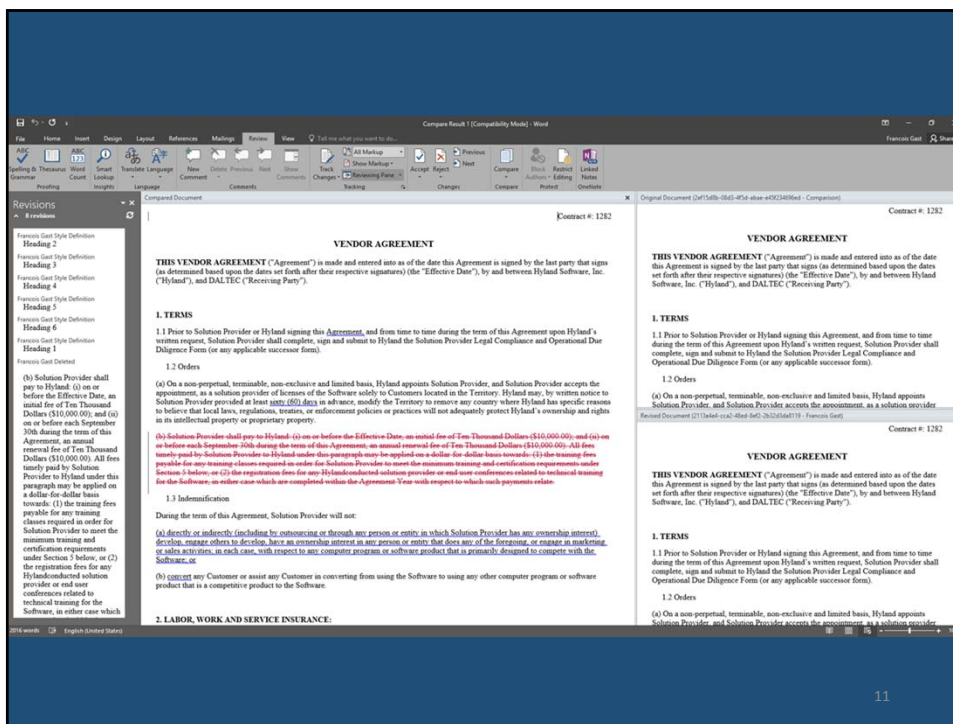
Benefits of OnBase (cont.)

- Efficiencies for Clerk's Office for creating meeting minutes and contract filing
 - Eliminate triplication – Currently create three documents to track what could be tracked automatically with the agenda module; OnBase creates central repository and links versions of documents appropriately
 - Space saving – Currently fully executed originals are filed in our office, scanned, and pushed out to the Clerk's efile site for departments to retrieve; new OnBase module stores documents in one central area and assigns permissions to those who need to view/alter/upload
 - Ease of access – Agenda module together with the contract module will allow updates of stored, unsigned version to the fully executed version and automatically push the update to the Agenda/minutes documents, allowing the public and departments alike to quickly access those records without having to request them through the Clerk



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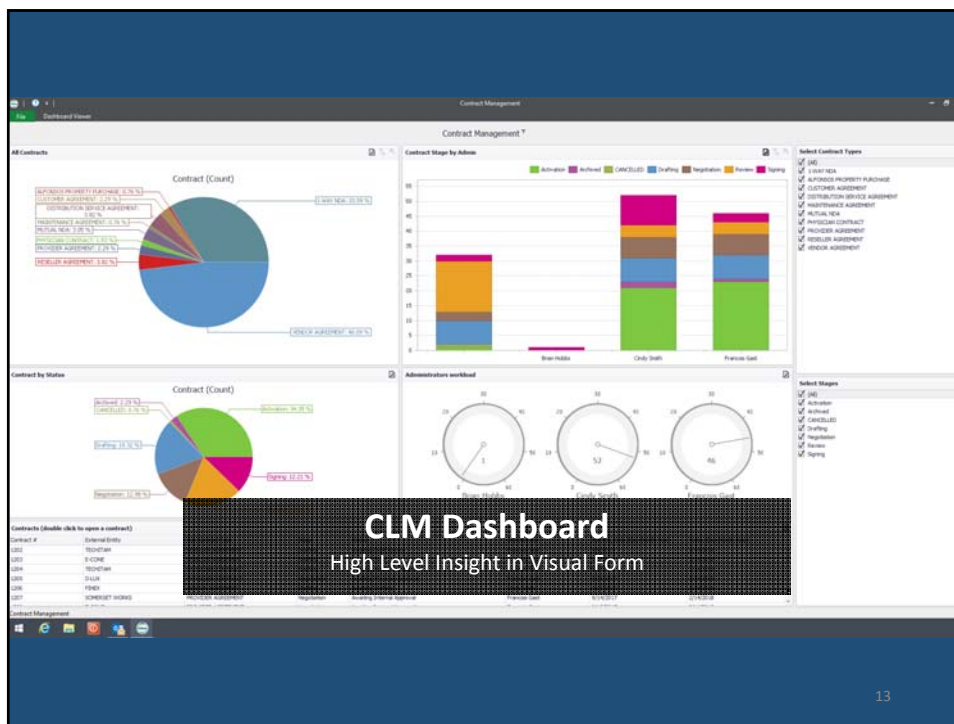


Reporting

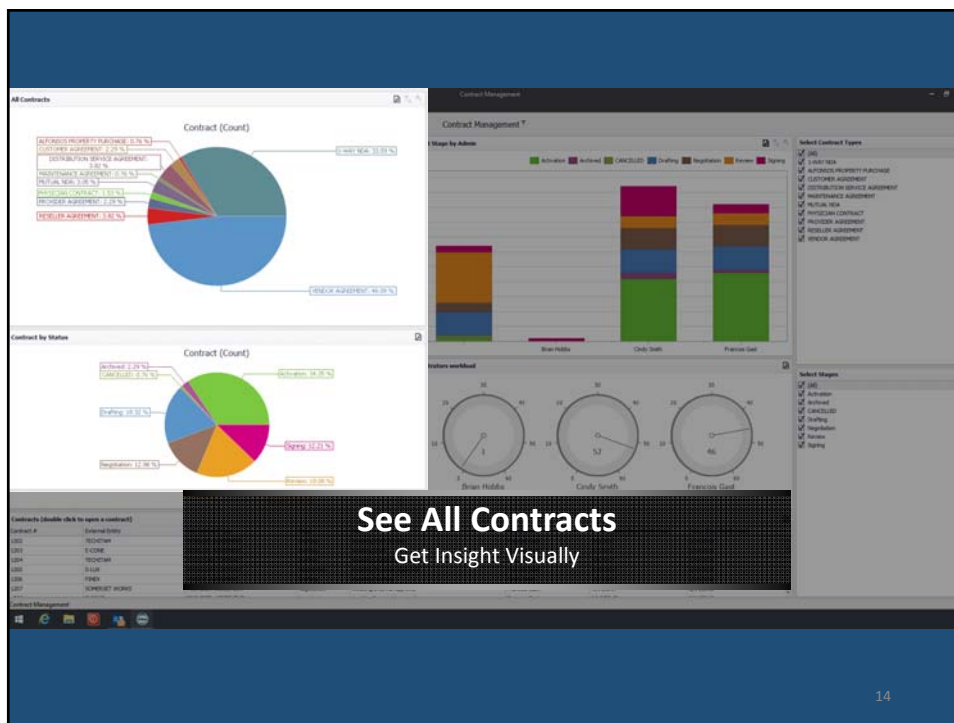
- Enhanced reporting allows management to see full picture of all contracts
 - Alerts setup to notify departments of contracts up for renewal or end of contract term
 - Ability to analyze data from various viewpoints including of types of contracts, contracts per department

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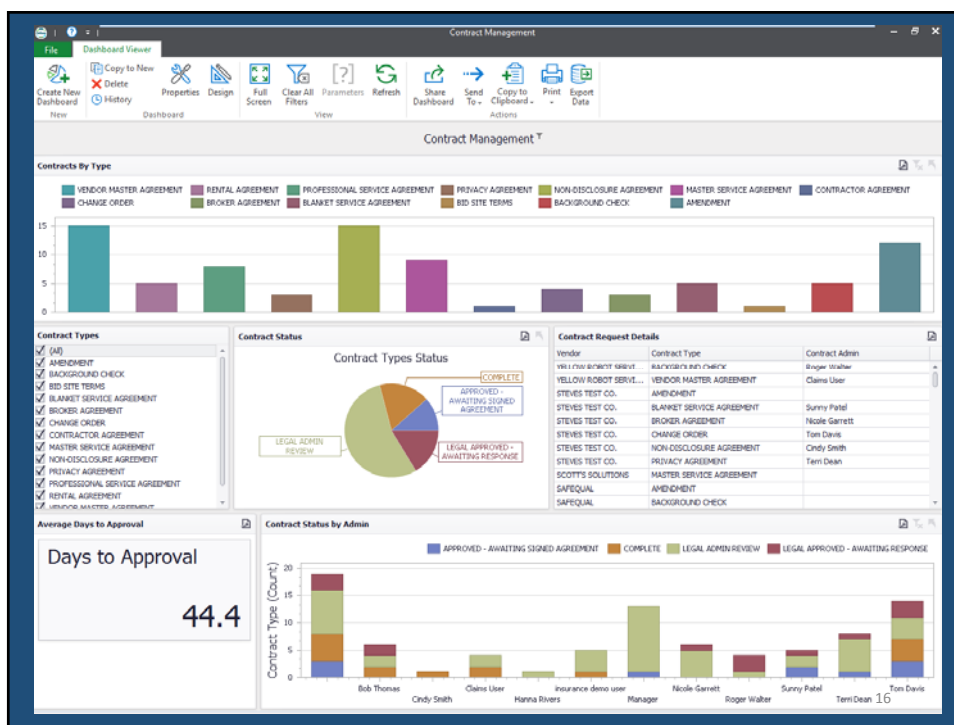
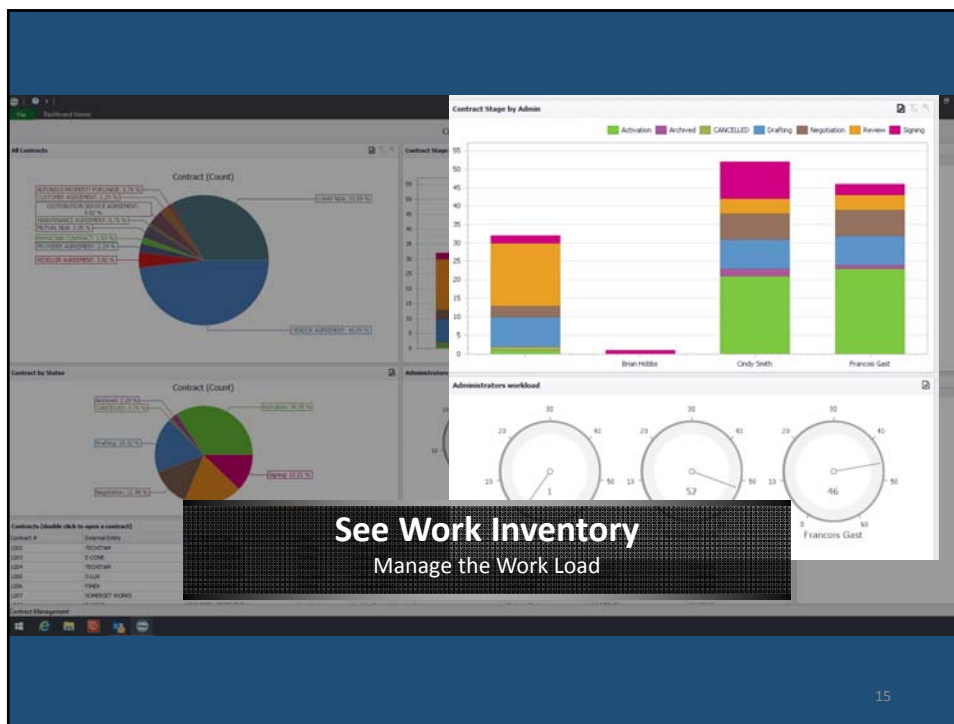




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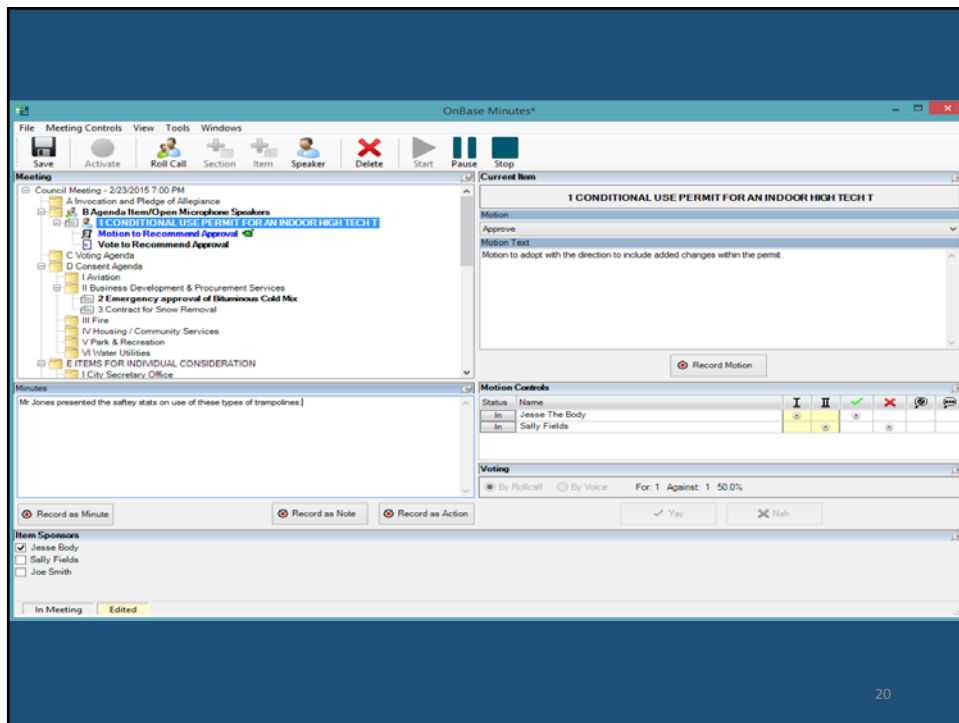
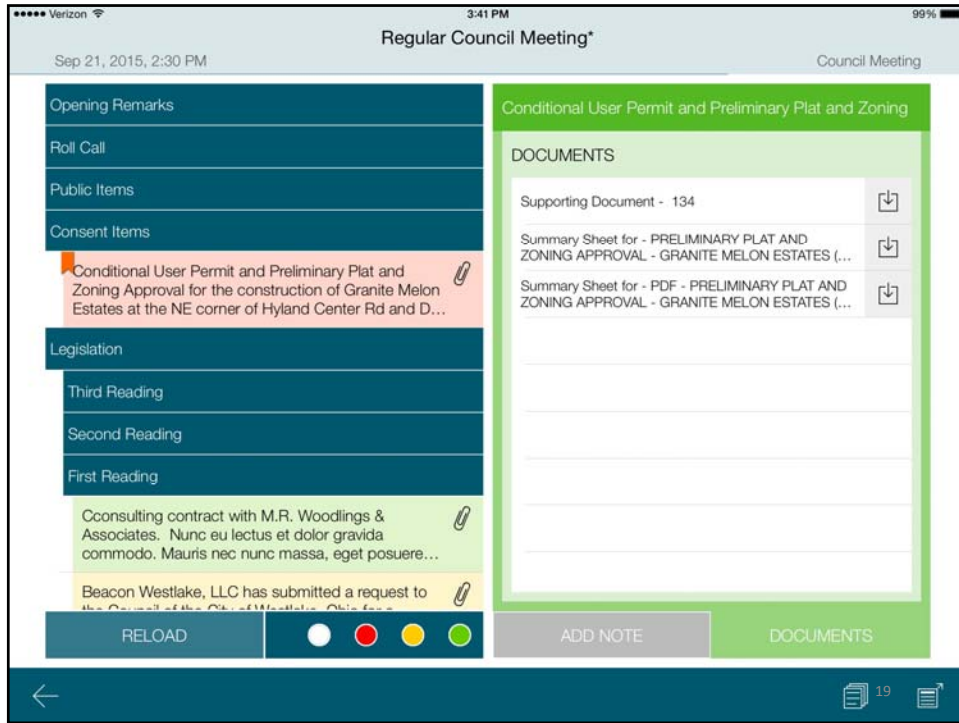
Agenda Management

- Will replace current Granicus (Legistar) system, including how agenda and minutes posted on website
 - Customizable to our website
- Seamless transition of items between Contract Management and Agenda Management
 - Reduction in redundancy of data entry
- Streamlined meeting minutes development
 - Example: Clerk's Office must create three separate documents to track what can be automatically tracked with the OnBase agenda module
- Decreases paper use



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Stakeholder Involvement

- Key stakeholders engaged in assessment of product
 - County Clerk’s Office
 - County Manager’s Office
 - County Counselor
 - Finance
- County wide stakeholder meeting held April 18
 - Positive feedback from attendees



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| 27 Surveys Completed | Yes | No | Not Sure | No Answer |
|---|-----|----|----------|-----------|
| 1. Would OnBase Contract Management make your department or division more efficient? | 18 | 1 | 6 | 2 |
| 2. Would OnBase Agenda Management make your department or division more efficient? | 15 | 1 | 10 | 1 |
| 3. Would having a contract management system and agenda management system that were linked make your department or division more efficient? | 21 | 0 | 5 | 1 |



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Cost

- Contract Management system is in the forecast

| | Implementation | Annual Maintenance |
|-----------------------|------------------|--------------------|
| Software | \$10,500 | \$2,100 |
| Licenses (30) | \$72,000 | \$14,400 |
| Professional Services | \$263,697 | |
| Total | \$346,197 | \$16,500 |

- Annual costs for current Granicus (Legistar) system is \$36,092



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Anticipated Project Timeline

- Start using new system – January 1, 2019
 - BoCC Bid Board Agenda – July 18
 - Software development – August 1
 - OnBase will come for an onsite visit to meet with users
 - Begin testing – October 1
 - Concurrent live testing with Granicus (Legistar) – December 1



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Summarize

- County currently has limited centralized contract management
- Increased oversight of contract development and management, minimizing risk
 - Enhanced vendor management
- OnBase reduces staff time spent inputting data due to linked agenda and contract systems
- Improved efficiencies in agenda and meeting minutes development

