AGENDA ITEM

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

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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
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

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
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

OnBase: Streamlined Solution

All within the same system
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

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 eLine 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
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
CLM Dashboard
High Level Insight in Visual Form

See All Contracts
Get Insight Visually
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
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

<table>
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<th>27 Surveys Completed</th>
<th>Yes</th>
<th>No</th>
<th>Not Sure</th>
<th>No Answer</th>
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<tbody>
<tr>
<td>1. Would OnBase Contract Management make your department or division more efficient?</td>
<td>18</td>
<td>1</td>
<td>6</td>
<td>2</td>
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<tr>
<td>2. Would OnBase Agenda Management make your department or division more efficient?</td>
<td>15</td>
<td>1</td>
<td>10</td>
<td>1</td>
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<tr>
<td>3. Would having a contract management system and agenda management system that were linked make your department or division more efficient?</td>
<td>21</td>
<td>0</td>
<td>5</td>
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Cost

• Contract Management system is in the forecast

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<th></th>
<th>Implementation</th>
<th>Annual Maintenance</th>
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<tbody>
<tr>
<td>Software</td>
<td>$10,500</td>
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<tr>
<td>Licenses (30)</td>
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<td>Professional Services</td>
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<td><strong>Total</strong></td>
<td><strong>$346,197</strong></td>
<td><strong>$16,500</strong></td>
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• Annual costs for current Granicus (Legistar) system is $36,092

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
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