ITEMS REQUIRING BOCC APPROVAL October 19, 2023 (3 Items)

1. MEDIA MONITORING SOLUTIONS -- STRATEGIC COMMUNICATIONS <u>FUNDING -- STRATEGIC COMMUNICATIONS</u>

(Single Source)

#23-2076 Contract

	Meltwater News US Inc.
Meltwater Services 11/27/2023-11/26/2026	\$54,900.00

On the recommendation of Lee Barrier, on behalf of Strategic Communications, Greg Gann moved to accept the quote from Meltwater News US Inc. in the amount of \$54,900.00 for a period of three (3) years beginning November 27, 2023 continuing through November 26, 2026. Jennifer Blasi seconded the motion. The motion passed unanimously.

Strategic Communications has been using Meltwater programming since 2019 as a media monitoring solution, and it is now deeply integrated into the department's press release distribution process, social media scheduling, and monitoring of day-to-day operations.

Meltwater is a vital part of Strategic Communications because of the efficiencies it affords the department and the data it captures. The department can monitor how many emails are opened after a press release, the number of links clicked, and are able to track trends. By adding the social media module, the department has been able to allow the Communications Coordinator position to be more strategic and data-driven due to the analytics Meltwater captures, while also simplifying the posting procedures.

With all of media monitoring, press release distribution, and social media scheduling in one platform, Communications is able to streamline data analysis to quickly pivot, making communications' tactics and strategies more nimble.

Notes:

Previous Spend: 2019 - \$7,000.00 2021 - \$7,000.00 2022 - \$8,500.00

Ouestions and Answers

Brandi Baily: Over the last several years the pricing has been between seven and \$7,000.00 and \$8,500.00 this is almost a \$10,000.00 increase per year. Why is there such an increase?

Nicole Gibbs: We are adding some modules so there is an increase in cost.

Brandi Baily: What new modules are we adding?

Nicole Gibbs: We're not adding a module this year, we added a module last year. The increase is because we are starting both of the modules at the same time instead of halfway through the year.

Brandi Baily: So the spend for last year was \$8,500.00. So that included part of a module that we are now paying a full year for?

Nicole Gibbs: Correct. The \$8,500.00 is one (1) of the modules, no that's both of the modules I'm sorry, that is correct.

Greg Gann: Could you further describe what these modules will give us in efficiencies and capacities?

Nicole Gibbs: Yes. The major efficiencies that we have with them is that we are able to distribute all of our media releases through it. It takes time away from having to individually go through Outlook and track all of those pieces. The main part of that is we are able to get data and see who is opening and who is covering our stories and we're better able to engage with those reporters. On the social media side it is a huge efficiency for us because if you don't have something like this, you have to schedule individually on each platform. With as much social media that we do, without this, basically I would need or would be looking at having at least a part time or potentially a whole position to add. Having this type of platform allows for me to reduce the amount of staff needed.

Russell Leeds: For clarity on cost, did we add another module in 2022 or did we add a module this year that doesn't reflect in the 2022 cost?

Nicole Gibbs: The 2022 cost is only a partial of module because we brought it on halfway through the year which is why it's at Bid Board as well because it's a price point.

Russell Leeds: So the three (3) year cost, \$54,900.00 over three (3) years, averages about \$18,000.00 a year instead of \$8,500.00. I think the question was why is it going up so much.

Nicole Gibbs: The reason we are looking at a three (3) year contract is so that we can lock in this price and we don't have any rate increases over the next three (3) years because they do increase every year.

Russell Leeds: The module that we are now paying full price for in the coming contract was approved last year and just carries forward in the pricing changes because of that?

Nicole Gibbs: Correct.

BOARD OF BIDS AND CONTRACTS OCTOBER 19, 2023

2. BODY WORN CAMERAS AND RELATED PRODUCTS AND SERVICES -- DEPARTMENT OF CORRECTIONS FUNDING -- JAG

(Joint Governmental Purchase - Omnia Partners Contract #3544-21-4615)

#23-2077 Contract

		Axon Enterprise, Inc.
Hardware and Services Year 1 October 2023 - October 2024		\$33,561.61
Hardware and Services Year 2 October 2024 - October 2025		\$66,653.05
Hardware and Services Year 3 October 2025 - October 2026		\$48,452.36
Hardware and Services Year 4 October 2026 - October 2027		\$50,390.45
Hardware and Services Year 5 October 2027 - October 2028		\$52,406.07
	Total	\$251,463.54

On the recommendation of Lee Barrier, on behalf of the Department of Corrections, Tim Myers moved to utilize Omnia Partners Contract #3544-21-4615 with Axon Enterprise, Inc. in the amount of \$251,463.54 for a period of five (5) years with the possibility of three (3) one (1) year options to renew. Jennifer Blasi seconded the motion. The motion passed unanimously.

The Department of Corrections is seeking approval for AXON body cameras for utilization in the Juvenile Detention Facility (JDF) and Juvenile Intake and Assessment Center (JIAC). Body cameras are utilized as a tool for client supervision, monitor client/staff interactions, hold both parties accountable, while providing an increased level of safety and security.

Similar to the Sheriff's Office, Corrections plans to utilize body cameras for all assistant shift supervisors and supervisors on the floor at JDF and JIAC. JDF / JIAC have satisfactorily utilized AXON body cameras in the facilities during our current 90 day trial period. The request is to contract with AXON for existing body cameras and add the Fleet 3 feature to existing juvenile transport vehicles. This also falls under a Community Taskforce recommendation: *Prioritize the County's upcoming Capital Improvement Plan budget updates for the video recording system at JIAC to cover more areas of the lobby and holding rooms, and a recording system that includes audio capacity.*

Inventory includes:

11 - vehicles

13 – AB4 staff cameras

6 – docking stations

Notes

The department has \$30,000.00 available in JAG funds which would almost cover the 2023 costs. A budget adjustment request will be made for 2024 and will be added to the budget for subsequent years.

Questions and Answers

Brandi Baily: This is only allowing for cameras for supervisors, is that correct?

Stacy Bell: That would be assistant supervisors and supervisors as we always have an assistant supervisor or supervisor on the floor. They are the ones that will respond to all codes and crisis situations.

Brandi Baily: Does this contract have anything in there as an option if we decide in the future that we want to put body cameras on all of the staff?

Stacy Bell: That has not been addressed at this time.

Russell Leeds: Could you describe just a little bit what problem this solution solves and what you did regarding trying to make the audio capacity work? This relates to the audio capacity to a large extent, could you explain briefly how that came about?

Stacy Bell: The body cameras have the audio capability so when responding to any type of crisis situation any code, our supervisors turns on their body cameras. Our cameras can capture some but our cameras don't cover all areas. It also captures on the staff side and the resident's side of the verbal during that crisis situation.

Greg Gann: Is the video and audio recording storage on premise or is that kept in the vendors cloud?

Stacy Bell: I don't have the answer to that. I know right now through the trial period to get on to a website to view is through Axon but when we talked to them we would have all rights.

Greg Gann: That sounds like cloud.

Russell Leeds: For the record, are either of you familiar with the sound study that was done down there?

Stacy Bell: The sound study?

Russell Leeds: Yes, can you talk a little bit about that just for the record?

Stacy Bell: We had someone come in and conduct a sound study to see about putting audio into the cameras and to see how effective that would be. A lot of times with a facility in an environment like this it is hard to hear where the cameras are located with the noise going on so it's hard to get the full picture.

Russell Leeds: That is one of the problems that this solution is taking care of in JDF?

Stacy Bell: Correct.

Russell Leeds: For the record, in the notes it talks about funding for the first year. You have full funding for the first year is that correct?

Chris Morales: That is correct. We are going to utilize JAG funding in its entirety for the first year and then we'll use general funds for the remaining balance. In future years we will budget this into our JDF budget.

BOARD OF BIDS AND CONTRACTS OCTOBER 19, 2023

3. ON-CALL MAILING SERVICES --VARIOUS DEPARTMENTS FUNDING -- VARIOUS DEPARTMENTS

(Request sent to 138 vendors)

RFP #23-0021 Contract

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A.B. Data, I	Ltd.	Broadstroke,	Inc.	Docuplex, Ir	ıc.	Mail Services LLC dba Mai Group	l Communications	The Master's Tou	ch, LLC	Valley Print Logistics	
Additional C	osts	Additional Co	osts	Additional Co	osts	Additional Co	osts	Additional C	osts	Additional Costs	
Electronic Mailing Fee	Would not provide Price	Electronic Mailing Fee	\$195.00 per job / \$0.007 per email	Electronic Mailing Fee Not set up for Electronic at this time		Electronic Mailing Fee	\$0.12/email	Electronic Mailing Fee	\$0.17 per parcel/image	Electronic Mailing Fee	-
Informed Delivery Fee	Would not provide Price	Informed Delivery Fee	\$195.00 per job	Informed Delivery Fee	Included	Informed Delivery Fee (flat fee for setup)	\$250.00	Informed Delivery Fee	\$200.00/Mailing	Informed Delivery Fee	Included
Automated Sort -	\$40.00/M, dependant on gtys & freq	Automated Sort -		Automated Sort -		Automated Sort - Commingle Flat Fee	Included in statement cost	Automated Sort -		Automated Sort -Commingle Flat Fee	_
Commingle Flat Fee	A.B. Data does not have a Flat fee for this service	Commingle Flat Fee	\$0.00	Commingle Flat Fee	Included	Insert and Commingle Flat Fee	\$0.568	Commingle Flat Fee	No Charge		
Parcel Processing Fee	-	Parcel Processing Fee	\$0.00 - See notes for Flats & Box	Parcel Processing Fee	-	Parcel Insert/Processing Fee	\$0.60	Parcel Processing Fee	No Charge	Parcel Processing Fee	_
Full Service Fee- First Class	NCOA \$4.00/M or \$450.00 min. and CASS, Presort \$5.00/M or \$250.00 min.	Full Service Fee- First Class	\$0.00 - See postage rates	Full Service Fee- First Class	Included	Full Service Fee- First Class	\$0.003	Full Service Fee- First Class	No Charge	Full Service Fee- First Class	-
Folding Fee for Bi-Fold/Tri-Folds	\$1.00/M w/ a \$500 min. if this is not comb. with above contracted projects.	Folding Fee for Bi-Fold/Tri-Folds	\$0.02 - see notes	Folding Fee for Bi-Fold/Tri-Folds	\$7.00/M	Folding Fee for Bi- Fold/Tri-Folds	\$0.05	Folding Fee for Bi-Fold/Tri-Folds	\$0.005 Each	Folding Fee for Bi-Fold/Tri-Folds	\$25.00 setup + \$5.00/M
Other	Custom Programing, changes during the contract term \$110.00/hour		See notes	Other	_	IMBarcode IMVTR Tracing		Other	Add 10% for quantities <	Other	_
Other	Full Project Pricing List in RFP		Full A-la-carte Pricing List in RFP			Other	Alternative Cost Proposal List in RFP		100,000		

On the recommendation of Jaimee Witmer, on behalf of various departments, Jennifer Blasi moved to accept the proposal from Mail Services LLC dba Mail Communications Group and establish contract pricing at the rates listed above for a period of three (3) years with two (2) one (1) year options to renew. Tim Myers seconded the motion. The motion passed three out of five with Greg Gann and Brandi Baily abstaining.

A committee comprised of Ronald Tidwell III - Appraiser's Office; Jeremy Gibbs - Treasurer's Office; Karen Bailey and Elizabeth Thornbrugh - Clerk's Office; Rick Riggs - Election Office; Corey Stokes - Central Services; and Jaimee Witmer - Purchasing, evaluated the proposal responses based on the criteria set forth in the RFP. The committee unanimously agreed to accept the proposal from Mail Services LLC dba Mail Communications Group.

Each year, more than 500,000 notifications are mailed to residents in Sedgwick County. Annual/Semi-Annual mailings include but are not limited to: Real Property Valuation Notice (February), Personal Property Valuation Notice (April), Commercial Income and Expense (June-July), Personal Property Rendition (December), Tax Statements (March, November, and December), Revenue Neutral Rate notice (August), and Advance Voting Flyer or Card (late September/early October on even years only).

Sedgwick County currently utilizes contracted mail services for certain Appraiser, Treasurer, County Clerk, and Election mailings for projects that are over 8,000 pieces. This contract will include on-call mailing services for Appraiser, Treasurer, County Clerk, and Election mailings, as well as other unique large mailings as requested by various departments. In addition, legislation has changed in regard to particular mailings done by the Treasurer, Appraiser, and Clerk, which allows for electronic mailings. Therefore, the County will also be offering that option as well, within this contract, for convenience and future potential cost savings.

Notes:

The total spend in 2022 for mailing services was \$491,421.66.

I would like to start with saying this is a proposal not a bid. Proposals are scored based on criteria set forth in the RFP. There are five (5) components to this RFP.

Component	Points
a. RFP response demonstrates understanding of project and is complete and thorough	20
b. Ability to carry out the volume of paper/electronic mailings required in the scope of work	20
c. Experience providing paper and electronic mailing services for government agencies the size of Sedgwick County	20
d. Turnaround time for mailings	20
e. Pricing	20
Total Points	100

Ouestions and Answers

Tim Myers: With this proposal it looks in the notes that we spent about \$491,421.66 in 2022. Is this a significant increase or would it be about the same for this contract?

Jaimee Witmer: It is really hard to say because legislation is changing every year as far as what mailings are required and how often. So it's really hard to say and with the election that's on even years only, as far as what mailings are going to be done, and it is up to the departments as well. With us wanting to go to electronic I'm not sure. I do know that when we talked to the vendor they did say the first year would be basically data collection for the electronics to try and get emails for the people to have options to opt-in to go that route. So I imagine it will be similar to that as far as that goes and maybe a little bit higher if we are doing more mailings or as prices have obviously gone up a little bit. I'd say that's pretty reasonable to say that.

Russell Leeds: So committee evaluated all of these proposals. The prices vary, some of them dramatically, depending on how many pages and what color, that's a lot of math and I have no idea how many colored copies, how many multiple copies. During the course of that analysis do we believe that we selected Mail Services LLC because 1) they met the criteria of the RFP and 2) we believe they will be economical based on their overall pricing? Are they the best selection based on the total analysis?

Jaimee Witmer: Since this is a proposal, price isn't the deciding factor and it's only scored for twenty points out of a hundred. That is one of the many factors and they were scored on the other components as well. They were all scored on pricing and with that being said, I don't know if they were the lowest on pricing but with the other scoring of how they did in the components, they were the highest scoring overall based on everything else. That's how they were awarded this contract.

Russell Leeds: So they were the best selection?

Jaimee Witmer: Yes.

Jennifer Blasi: Have we used this vendor before?

Jaimee Witmer: Yes. They are our current vendor contracted and we've used them for several years.

Jennifer Blasi: No issues?

Jaimee Witmer: No.