

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM  
3.14  
(ID # 3886)

**MEETING DATE:**

Tuesday, June 20, 2017

**FROM :** CLERK OF THE BOARD:

**SUBJECT:** CLERK OF THE BOARD: Approve and execute Amendment No. 4 to the Professional Service Agreement with Carahsoft Technology Corporation without seeking competitive bid to provide electronic legislative management services, All Districts [Total Aggregate Cost \$442,871]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and execute Amendment No. 4 to the Professional Service Agreement with Carahsoft Technology Corporation without seeking competitive bid to provide electronic legislative management services, for an aggregate amount of \$442,871 for five (5) years; and
2. Authorize the Purchasing Agent, in accordance with the Ordinance No. 459, based on the availability of fiscal funding and approved by County Counsel to sign amendments that do not change the substantive terms of the Agreement, and sign amendments to the compensation provisions that do not exceed 10% annually.

**ACTION:** Policy

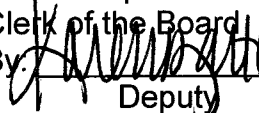
  
Keqia Harper-Ihem, Clerk of the Board 5/25/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: June 20, 2017  
xc: COB, Purchasing

Keqia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 84,255	\$ 84,255	\$ 442,871	\$ 0
<b>NET COUNTY COST</b>	\$ 84,255	\$ 84,255	\$ 442,871	\$ 0
<b>SOURCE OF FUNDS:</b> General Fund 100%			<b>Budget Adjustment: NO</b>	
			<b>For Fiscal Year: 17/18</b>	

**C.E.O. RECOMMENDATION:** [CEO use]

**BACKGROUND:**

**Summary**

In November 2011 the Clerk of the Board worked with the Purchasing Agent to request formal bids for legislative management services that would provide for the video streaming of meetings held in the CAC Board Chambers. As a result of this process the vendor that was chosen to provide this service was Carahsoft Technology Corporation. Additional services have since been added to this agreement through three previous formal amendments. The original signed agreement was for one year with the option for four (4) additional years. We are currently in the final year of this agreement which is set to expire June 30, 2017.

Under this agreement Carahsoft Technology Corporation provides Civic Video Streaming, Automated Agenda Management, Boards & Commissions Management, and real-time voting through Digital Board Room software.

With the approval of this agreement, all current services will be maintained.

**Impact on Residents and Businesses**

There will be no impact to residents and businesses.

**Fiscal Information/Price Reasonableness**

These services are competitively priced in comparison to services the vendor has provided to other governmental entities. The annual compensation increase shall not exceed 2.5% annually over the agreement period. The County would like to continue the agreement with Carahsoft Technology Corporation as pricing has not increased since the introduction of services in 2012.

<b>Description:</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>Total</b>
<b><i>Civic Streaming</i></b>	\$33,517	\$34,355	\$35,214	\$36,094	\$36,998	\$176,178
<b><i>Agenda &amp; Minutes</i></b>	\$23,370	\$23,954	\$24,553	\$25,167	\$25,796	\$122,840

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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<i>Boards &amp; Commissions</i>	\$11,070	\$11,347	\$11,630	\$11,921	\$12,219	\$58,187
<i>Digital Boardroom</i>	\$16,298	\$16,705	\$17,123	\$17,551	\$17,989	\$85,666
Total Costs	\$84,255	\$86,361	\$88,520	\$90,733	\$93,002	\$442,871

**ATTACHMENTS:**

Amendment No. 4 to the Agreement with Carahsoft Technology Corporation.

Exhibit B – Payment Provisions

Price Quote – Carahsoft Technology Corporation

COUNTY OF RIVERSIDE  
AMENDMENT NO. 4 TO THE AGREEMENT  
WITH  
CARAHSOFT TECHNOLOGY CORPORATION

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Contract Term:	July 1, 2017 through June 30, 2022
Effective Date of Amendment:	July 1, 2017
Original Annual Maximum Contract Amount:	\$82,200.00
Amended Annual Maximum Aggregate Amount:	\$442,871.00

Contract ID: BDARC-84056-001-06/18

The Agreement between County of Riverside (COUNTY) and Carahsoft Technology Corporation (CONTRACTOR), entered into as of July 1, 2016 through June 30, 2017, is amended as follows:

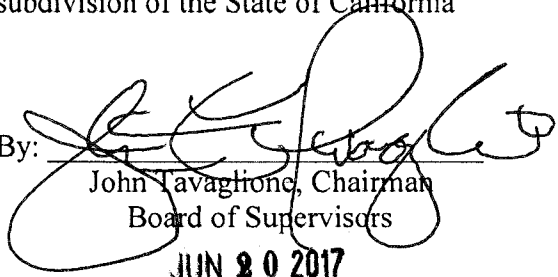
1. On page 3 of the Agreement, amend Section 2 "Period of Performance":  
To amend all reference to the Period of Performance from expiration of June 30, 2017, to a Period of Performance of July 1, 2017 through June 30, 2022, unless terminated as specified in Section 5 TERMINATION. All other terms of the Period of Performance in the Agreement shall apply.
2. On page 3 of the Agreement, amend Section 3 "Compensation", paragraph 3.1 to read as follows:  
The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred for the period of July 1, 2017 through June 30, 2022 in accordance with Exhibit B-4, "Payment Provisions". Maximum payments by COUNTY to CONTRACTOR shall not exceed Four-hundred forty-two thousand eight-hundred seventy-one dollars (\$442,871.00), including all expenses, based on the availability of fiscal funding. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specific amount of services or products. Unless otherwise specifically stated in Exhibit B-4, COUNTY shall not be responsible for payment of any of CONTRACTOR'S expenses related to this Agreement.
3. On page 17 of the Agreement, rescind in its entirety Exhibit B, "Payment Provisions", and replace with Exhibit B-4, "Payment Provisions".
4. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

JUN 20 2017 3.14

COUNTY OF RIVERSIDE  
AMENDMENT NO. 4 TO THE AGREEMENT  
WITH  
CARAHSOFT TECHNOLOGY CORPORATION

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

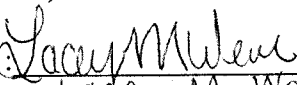
**COUNTY OF RIVERSIDE**, a political subdivision of the State of California

By:   
John Tavaglione, Chairman  
Board of Supervisors

Dated: JUN 20 2017

**CONTRACTOR**

Carahsoft Technology Corporation  
1860 Michael Faraday Drive, Suite 100  
Reston, VA 20190

By:   
Name: Lacey M. Wean  
Title: Team Lead

Dated: 3/21/17

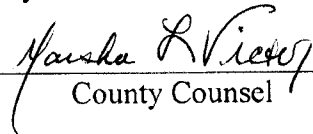
**ATTEST**

Kecia Harper-Ihem  
Clerk of the Board

By:   
Deputy

**APPROVED AS TO FORM**

Gregory P. Priamos  
County Counsel

By:  5/8/17  
County Counsel

**Exhibit B-4  
Payment Provisions**

	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>Aggregate</b>
<b>Description</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>	<b>Monthly Cost</b>
Ongoing support maintenance costs - <u>Legislative Management</u> - Civic Streaming	2,793.08	2,862.92	2,934.50	3,007.83	3,083.17	14,681.50
Ongoing support maintenance costs - <u>Legislative Management</u> - Agenda and Minutes	1,947.50	1,996.17	2,046.08	2,097.25	2,149.67	10,236.67
Ongoing support maintenance costs - <u>Legislative Management</u> - Boards & Commissions	922.50	945.58	969.17	993.42	1,018.25	4,848.92
Ongoing support maintenance costs - <u>Legislative Management</u> - Digital Boardroom	1,358.17	1,392.08	1,426.92	1,462.58	1,499.08	7,138.83
<b>Total Cost to County</b>	<b>7,021.25</b>	<b>7,196.75</b>	<b>7,376.67</b>	<b>7,561.08</b>	<b>7,750.17</b>	<b>36,905.92</b>
<b>Annual Cost</b>	<b>84,255.00</b>	<b>86,361.00</b>	<b>88,520.00</b>	<b>90,733.00</b>	<b>93,002.00</b>	<b>442,871.00</b>

**GOVERNMENT - PRICE QUOTATION**



**ACCELA GOVERNMENT AT CARAHSOFT**



1860 MICHAEL FARADAY DRIVE | SUITE 100 | RESTON, VIRGINIA 20190  
 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH  
 WWW.CARAHSOFT.COM

**TO:** Alex Acosta  
 Administrative Services Analyst II-C  
 Riverside County Clerk of the Board of Supervisors  
 4080 Lemon Street  
 1st Floor  
 Riverside, CA 92501

**FROM:** Matt Heflin  
 Carahsoft Technology Corp.  
 1860 Michael Faraday Drive  
 Reston, Virginia 20190

**EMAIL:** aacosta@rivco.org

**EMAIL:** Matt.Heflin@carahsoft.com

**PHONE:** (951) 955-1062    **FAX:**

**PHONE:** (703) 889-9713    **FAX:** (703) 871-8505

**TERMS:** FTIN: 52-2189693  
 Shipping Point: FOB Destination  
 Credit Cards: VISA/MasterCard/AMEX  
 Remit To: Same as Above  
 Payment Terms: Net 30 (On Approved Credit)  
 Cage Code: 1P3C5  
 DUNS No: 088365767  
 Sales Tax May Apply

**QUOTE NO:** 8766661  
**QUOTE DATE:** 11/04/2016  
**QUOTE EXPIRES:** 03/31/2017  
**RFQ NO:**  
**SHIPPING:** ESD  
**TOTAL PRICE:** \$84,255.00

**TOTAL QUOTE:** \$84,255.00

LINE NO.	PART NO.	DESCRIPTION	QUOTE PRICE	QTY	EXTENDED PRICE
1	SS60AA&MT12CO01	Accela Legislative Mgmt - Agenda and Minutes T12 P2M+ County *Monthly Invoice \$1900* Accela Inc Start Date: 07/01/2017 End Date: 06/30/2018	\$23,370.00 -	1	\$23,370.00
2	SS60ADBRT11CO01	Accela Legislative Mgmt - Digital Boardroom T11 >P1M County *Monthly Invoice \$1325* Accela Inc Start Date: 07/01/2017 End Date: 06/30/2018	\$16,297.50 -	1	\$16,297.50
3	SS60AB&CT11CO01	Accela Legislative Mgmt - Boards&Commissions T11 >P1M County *Monthly Invoice \$900* Accela Inc Start Date: 07/01/2017 End Date: 06/30/2018	\$11,070.00 -	1	\$11,070.00
4	SS60ACSTT11CO01	Accela Legislative Mgmt - Civic Streaming T11 >P1M County *Monthly Invoice \$2725* Accela Inc - SS60ACSTT11CO01 Start Date: 07/01/2017 End Date: 06/30/2018	\$33,517.50 -	1	\$33,517.50
<b>SUBTOTAL:</b>					\$84,255.00

**TOTAL PRICE:** \$84,255.00

**TOTAL QUOTE:** \$84,255.00