

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

3U-3

AGENDA ITEM SUMMARY

| | | | |
|----------------------|------------------|--|--|
| Meeting Date: | January 24, 2012 | <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Regular |
| | | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Workshop |

Department

Submitted By: Palm Beach County ISS
Submitted For: Palm Beach County ISS

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Exercise of Renewal Option Form for Software License and Professional Services Agreement (R2011-0547) with the Government of The United States Virgin Islands and Palm Beach County for the one-year period October 1, 2011 to September 30, 2012, at an estimated revenue of \$166,400.


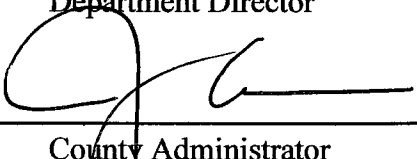
Summary: Information Systems Services (ISS) developed and currently hosts a Business License Web Application for the Government of the U. S. Virgin Islands. ISS also hosts 30 email accounts used by employees of the U.S. Virgin Islands. For these services, the U.S. Virgin Islands pays to the County a software lease fee of \$1,650 per month, an application hosting fee of \$3,850 per month, and an email account hosting fee of \$80 per account per year. The Exercise of Renewal Option Form provides for a one-year renewal period retroactive from October 1, 2011 to September 30, 2012. Authority was delegated to the ISS Director by the County Administrator to approve and execute future Agreements and Change Orders up to a maximum total revenue of \$200,000. Countywide (PFK)

Background and Policy Issues: On September 9, 2008, the Board of County Commissioners approved a contract with the Government of the U. S. Virgin Islands (R2008-1545) for a web-based Business License Application to be developed and hosted by the Palm Beach County Information Systems Services (ISS) Department. The Agreement was amended by Change Order No.1 on February 23, 2010 to extend the hosting services to include thirty (30) email accounts. On April 5, 2011, The U. S. Virgin Islands entered into a new Software License and Professional Services Agreement with ISS to develop the Business License Web Application and extend the application and email account hosting for one additional year. ISS will provide professional services for the application development for a fee not to exceed \$98,000.

This Agreement shall be governed by the laws of The United States Virgin Islands and jurisdiction over this Agreement is exclusively in the District Court of The United States Virgin Islands.

Attachments:

- 1) 1 Original Exercise of Renewal Option Form
-

| | | |
|-----------------|---|------------------|
| Recommended by: |  Department Director | 1/9/2012 Date |
| Approved by: |  County Administrator | 1/12/12 Date |

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> |
|--------------------------|---------------------------|--------------------|--------------------|--------------------|--------------------|
| Capital Expenditures | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Costs | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| External Revenues | <u>(\$166,400)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Program Inc (County) | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| In-Kind Match (County) | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| NET FISCAL IMPACT | <u>(\$166,400)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| # Additional FTE | | | | | |
| Positions (Cumulative) | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

Is Item Included in Current Budget? Yes X No

Budget Account No.: Fund 0001 Dept 490 Unit 1300 Revenue Source 4900

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

Tom H. Basal 12/19/11

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

WS 12-22-11
OFMB
SN 12/27/11
12/27/11
B. Legal Sufficiency:

Contract Administration
14-12 B. Wheeler

B. Legal Sufficiency:

Paul Ff 1/10/12
Assistant County Attorney

C. Other Department Review:

Department Director

**GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS**

DEPARTMENT OF PROPERTY & PROCUREMENT

#1 SUB BASE

ST. THOMAS, U.S. VIRGIN ISLANDS

CONTRACT NO.: PC089LCA11

DATE: 07-28-11

R2011-0547

DATED: 05-20-11

EXERCISE OF RENEWAL OPTION

| Contractor | Description of Scope of Work/Services |
|---|---|
| PALM BEACH COUNTY INFORMATION SYSTEMS SERVICES 301 N. OLIVE AVENUE, 8TH FLOOR WEST PALM BEACH, FL 33401 | Upgrade and enhance DLCA website and web-based business license application, including Consumer Affairs Tracking System (CATS) and web-based reporting system. |

Pursuant to the renewal option provision, **PALM BEACH COUNTY** above mentioned contract, and subject to the appropriation and allotment of necessary funds, notice is hereby given that the Government of the U.S. Virgin Islands, Department of Licensing and Consumer Affairs exercises its option to renew and does hereby renew the aforementioned contract for the period October 1, 2011 to September 30, 2012, at the rate stipulated cost therein.

All the terms, covenants, and conditions of the contract affected shall continue in full force and effect. Please acknowledge receipt and acceptance by hereby signing and returning original and four (4) copies to:

**The Department of Property and Procurement
Bldg. #1, Sub Base, 3rd Floor
St. Thomas, U.S. Virgin Islands 00802**

ACKNOWLEDGEMENT & ACCEPTANCE:

GOVERNMENT OF THE VIRGIN ISLANDS

Steve Bordelon
PALM BEACH COUNTY
Steve Bordelon, Director, ISS Dept.

Lynn A. Millin Maduro
**Lynn A. Millin Maduro, Commissioner
Department of Property and Procurement**

DATE: 9/28/11

APPROVED AS TO TERMS AND CONDITIONS
BY Steve Bordelon
ISS DIRECTOR

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
Paul F. S.
COUNTY ATTORNEY

Renews PC089LCA11
PC104LCA11