



Finance Committee Meeting

August 18, 2014

Pinellas County Business Technology Services Contract Renewal Fiscal Year 2014/2015

Item I.B.

Discussion: Discuss FY 14/15 Business Technology Services Contract Renewal

Budget Impact: Encumber \$282,500 from the JWB Administration Budget

Strategic Plan

Key Result Area: Performance Improvement

Background:

The third annual contract renewal of the Business Technology Service (BTS) contract with JWB will be presented at the September JWB Board Meeting for approval. There is no increase in costs or any changes to contracted services for this contract year.

Contract expenses can be broken out into the following areas:

Network Services and Software License Fees	\$25,000
2 staff FTE's (fully loaded, plus equipment) in addition to other BTS staff assigned to various areas of the JWB network	\$226,600
Management and administrative services	\$30,900
Total:	\$282,500

JWB has been contracting with BTS since October 2011. BTS maintains and supports JWB in the following areas:

- Network Infrastructure
- Phones
- Security
- Servers and Desktops
- Disaster Recovery
- Backup and Restore
- Application Support

These services includes the support of critical JWB systems including:

- Exchange email and archiving
- Great Plains financial software
- SharePoint and network data storage
- LaserFiche document repository

**THIRD AMENDMENT TO INTERGOVERNMENTAL
SERVICES AGREEMENT**

THIS THIRD AMENDMENT TO INTERGOVERNMENTAL SERVICES AGREEMENT

is made and entered into as of this _____ day of _____, 2014, by and between Pinellas County, a political subdivision of the State of Florida (hereinafter the "County"), for and on behalf of the Business Technology Services Department ("BTS"), and the Juvenile Welfare Board of Pinellas County, an independent special district (hereinafter the "JWB") (hereinafter sometimes referred to as "Party" or jointly as "Parties").

WITNESSETH:

WHEREAS, the County and the JWB previously entered into an agreement for the provision of business technology services to the JWB dated October 27, 2011, as previously amended ("Agreement"); and

WHEREAS, the Parties desire to further extend the term and amend Section 3 as provided herein.

NOW THEREFORE, in consideration of the above and the mutual covenants contained herein, the Parties agree as follows:

1. The term of the Agreement is hereby extended for an additional twelve (12) months commencing on October 1, 2014 and ending on September 30, 2015, unless otherwise terminated as provided in the Agreement.

2. Section 3.A of the Agreement related to the annual Services Fee is hereby amended to provide that the JWB shall pay the County the annual Services Fee for the term commencing on October 1, 2014, of Two Hundred and Eighty Two Thousand Five Hundred Dollars (\$282,500.00) for the Business Technology Services provided by BTS, payable in equal quarterly payments in arrears of Seventy Thousand Six Hundred Twenty-five Dollars (\$70,625.00), as provided in the Agreement. Additionally, monthly phone charges provided by BTS shall be billed to and paid by JWB at the rates set out in Exhibit A attached hereto, as provided in the Agreement.

3. The hourly rates to be charged for Additional Services authorized in Section 1.D of the Agreement during the term hereof are attached hereto as Exhibit A. The County shall invoice and the JWB shall pay for all authorized Additional Services in accordance with the terms of the Agreement.

4. Exhibit B, Service Levels, to the Agreement is hereby updated and revised as attached as Exhibit B hereto.

5. Except as provided herein, all other terms, provisions and covenants of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the Parties herein have executed this Agreement as of the day and year noted above.

PINELLAS COUNTY, FLORIDA
by and through its County Administrator

**JUVENILE WELFARE BOARD OF
PINELLAS COUNTY**

By: _____
Mark S. Woodard

By: _____

APPROVED AS TO FORM

By: _____
Office of the County Attorney

DRAFT

Exhibit A

Juvenile Welfare Board Telephone Service

TELEPHONE EQUIPMENT AND SERVICE CHARGES

- Basic Telephony Service - \$12.00 per line, per month.
- The following features are available as part of the Basic Telephony Service:
 - Telephone & one (1) phone number
 - Fax Line
 - Polycom Line
 - Call Processing Line
 - Voice Mail Only Line
- Additional outgoing/incoming lines per phone - \$12.00 each per month.
- All Long Distance calls are charged at a flat rate of - \$.06 per minute.
- Telephony Fees may be adjusted with written approval of the BTS Director based on a reduction/increase in lines consumed by JWB.

PAYMENT FOR TELEPHONE EQUIPMENT AND SERVICE

- Invoices sent by e-mail by the 10th of the following month for equipment and services for the previous month.
- Payment due by the 30th of the month invoices are sent.
 - Payments to be sent to BCC Finance Division, PO Box 2438, Clearwater, FL 33757 in accordance with the Agreement.

INSTALLED TELEPHONE EQUIPMENT AS OF 5/12/14

- Current BTS Supported Equipment Inventory & Total Monthly Line Charge:
 - One (1) - Fax
 - Five (5) - Polycoms
 - One (1) - Phone mail (Complaint & Fraud Line)
 - Sixty Four (64) - Phones
 - One (1) - additional line (#453-5600 on phone #453-5601)
 - Total Monthly Line Charge = \$864.00 (72 lines @ \$12.00 each)

Additional Services – Hourly Rates

- Information Technology Specialist - \$41.20
- Information Technology Specialist, Sr.- \$51.50
- Information Technology Technical Lead - \$54.59
- BTS Chief Information Technologist - \$60.77
- BTS Project Manager - \$49.44

To engage additional resources, JWB will be required to provide BTS with a description of the work to be undertaken. BTS will prepare a written cost estimate for JWB's approval. Subject to written confirmation from JWB BTS would complete work as agreed.