

**ANOKA COUNTY INFORMATION TECHNOLOGY (IT) COMMITTEE AGENDA
and Meeting of the Anoka County Board of Commissioners****

Commissioners Gamache (Chair), Reinert (Vice Chair), Meisner

**For the Wednesday, February 9, 2022, Meeting, at 2:00 P.M.
Conference Room #710 - Anoka County Government Center**

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.

ACTION ITEM:

- *2. Consider recommending to the County Board an amendment to contract C0005421 with MARCO Technologies, LLC., 4510 Heatherwood Road, St. Cloud, MN 56301 to renew the County's enterprise-wide Unified Communications system for an additional 3-years in the amount of \$357,353.37 with a 5% change order of \$17,867.65 for a total of \$375,221.02 – see attached Action Item – from Susan Vreeland.

INFORMATIONAL ITEMS:

3. Consider, for informational purposes, an update on the publication of the Request for proposals for the Jail Management System.
4. Consider, for informational purposes, an update on the publication of the Request for proposals for the Finance Procurement System.
5. Consider, for informational purposes, an update on current position vacancies and hiring.

ADDITIONAL ITEMS:

6. Next scheduled meeting will be Tuesday, March 15, 2022, at 2:00 P.M.
7. Adjourn

*** Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will not vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

*Requires board approval



ANOKA COUNTY IT COMMITTEE ACTION ITEM

FEBRUARY 9, 2022

INFORMATION TECHNOLOGY

ACTION REQUESTED	Susan Vreeland, Director of Information Technology, is requesting that the IT Committee recommend to the County Board an amendment to contract C0005421 with MARCO Technologies, LLC., 4510 Heatherwood Road, St. Cloud, MN 56301, to renew the County's enterprise-wide Unified Communications system for an additional 3-years in the amount of \$357,353.37 with a 5% change order of \$17,867.65 for a total of \$375,221.02.
BACKGROUND	<p>A Unified Communications system consists of hardware, software, and services that provide multiple communications methods, including phone (physical and soft phone), video, messaging, voicemail, and content sharing.</p> <p>In late 2016, the County purchased a Unified Communications system, with 5-years of licensing and support included, and implemented the new solution throughout 2017. A new licensing agreement is needed as the original 5-year agreement is expiring in early 2022.</p>
SOLUTIONS	<p>The Unified Communications system implemented in 2017 has served the County well, especially when a significant number of employees transitioned to work from home because of the pandemic. Our system provides a nearly seamless ability to communicate regardless of where the employee is located.</p> <p>Unified Communications technologies are always evolving, and the manufacturer has provided a technology roadmap that provides a high degree of confidence that continuing with the existing solution will offer the County the communications capabilities needed into the future.</p>
CONCLUSION	A robust and modern Unified Communications system is vital to the communications needs and business of the County, and Information Technology is recommending a new 3-year agreement to extend the use of our existing solution.
RECOMMENDATIONS	Susan Vreeland, Director of Information Technology, is requesting that the IT Committee recommend to the County Board an amendment to contract C0005421 with MARCO Technologies, LLC., 4510 Heatherwood Road, St. Cloud, MN 56301, to renew the County's enterprise-wide Unified Communications system for an additional 3-years in the amount of \$357,353.37 with a 5% change order of \$17,867.65 for a total of \$375,221.02.



ANOKA COUNTY IT COMMITTEE INFORMATIONAL ITEM

FEBRUARY 9, 2022

INFORMATION TECHNOLOGY DEPARTMENT

ACTION REQUESTED	Susan Vreeland, Director of Information Technology, is requesting that the IT Committee consider, for informational purposes, an update on the RFP for the Jail Management System PCI.
BACKGROUND	The Anoka County Sheriff's Office, Community Corrections, and IT are working to replace their 15-year-old Jail Management System (PCI) which is at end of life, and no longer meets the needs of the jail. This critical system consists of jail management, corrections workhouse management, warrant services processing, and justice/civil services processing while integrating with several state of Minnesota and federal systems.
SOLUTIONS	The Anoka County Sheriff's Office, Community Corrections, and IT have been working with Charter Solutions Inc to review system requirements and business needs for the new jail management system. From this exercise a robust RFP with detailed requirements has been generated and has been published on Friday, January 14.
CONCLUSION	Following Anoka County Procurement timelines and procedures, we expect to receive all proposals by the end of February. We will then move forward with vendor evaluations, demonstrations, and contract negotiations with a goal of final system/vendor selection approximately April/May of 2022.
RECOMMENDATIONS	Susan Vreeland, Director of Information Technology, is requesting that the IT Committee consider, for informational purposes, an update on the RFP for the Jail Management System PCI. Additional information related to this initiative will be provided at a future IT Committee meeting.



ANOKA COUNTY IT COMMITTEE INFORMATIONAL ITEM

FEBRUARY 9, 2022

INFORMATION TECHNOLOGY DEPARTMENT

ACTION REQUESTED	Susan Vreeland, Director of Information Technology, is requesting that the IT Committee consider, for informational purposes, an update on the RFP for the Finance/Procurement (ERP) System.
BACKGROUND	<p>Finance and Central Services and IT is working in partnership to prepare for the replacement of the County's existing Finance Enterprise System. The existing system went "live" in January of 2014. Since that time, the company has been acquired twice by two different companies. These transitions have resulted in a decline in support, technical assistance, and enhancement capabilities.</p> <p>In moving forward, we will be following industry best practices to follow an RFP process that will bring in a technology that will provide for a "one stop shop" for the following functions:</p> <ul style="list-style-type: none">• Accounts payable and vendor management• Accounts receivable and miscellaneous billing• Budgeting• Cash receipting• Contract and purchase order management• Financial reporting• Fixed assets• General ledger• Project and grant accounting• Transparency portal• Treasury management <p>Another key part of this effort will be the implementation of a procurement system. Our existing procurement process includes the use of several access databases, spreadsheets, and documents that can no longer keep up with the volume or complexity of transactions the County facilitates. Goals for the new system will include tools and processes for procurement planning activities, vendor sourcing, solicitation management, contract management, and reporting.</p>
SOLUTIONS	Staff from Finance and Central Services and IT have been working with Plante Moran and Civic Initiatives to review system requirements and business needs for the Finance/Procurement system. From this exercise a robust RFP with detailed requirements is being generated and is on target to be published in March 2022.
CONCLUSION	Following Anoka County procurement timelines, we anticipate receiving all proposals by the end of April 2022. We will then move forward with vendor evaluations, demonstrations, and contract negotiations with a goal of final system/vendor selection to be completed in October 2022.

RECOMMENDATIONS	<p>Susan Vreeland, Director of Information Technology, is requesting that the IT Committee consider, for informational purposes, an update on the RFP for the Finance/Procurement System.</p> <p>Additional information related to this initiative will be provided at a future IT Committee meeting.</p>
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