

ANOKA COUNTY

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

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

FOR THE TUESDAY, JULY 18, 2023, MEETING

10:30 A.M.

Conference Room #710 - 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 ITEMS:

- *2. Consider recommending the County Board approve a purchase under contract C0008052 with DocuSign, Inc. 221 Main Street, Suite 1000, San Francisco, CA 94105, to continue the County's enterprise electronic signature platform for a twelve (12) month term, in the amount of \$184,577.41 with a change order of \$18,450.00 for a total not to exceed \$203,027.41.
- *3. Consider recommending the County Board approve contract C0010156 with Killmer Electric Company, 5141 Lakeland Avenue North, Crystal, MN 55429, for network cabling work at the Rum River Campus, in the amount of \$270,100.00 with a change order in the amount of \$18,907.00 for a total not to exceed \$289,007.00.

INFORMATIONAL ITEM:

4. Information Technology is restructuring PCN 1992000376

From: 1.0 FTE Supervisor Application Developer, Grade 38

To: 1.0 FTE Senior Information Security Engineer, Grade 38

Security threats are evolving at such a rapid pace that it's very hard to keep up. Threat actors, in some cases nation-states, have vast resources to continuously evolve their attacks. In addition, regulatory and compliance requirements are increasing significantly. This restructured position is needed to provide more resources to proactively protect our systems, respond to threats and incidents, support new and enhanced technologies, and help ensure we meet regulatory and compliance requirements.

ADDITIONAL ITEMS:

5. Next scheduled meeting will be Tuesday, August 15, 2023, at 10:30 A.M.
6. 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

JULY 18, 2023

INFORMATION TECHNOLOGY

ACTION REQUESTED	Consider recommending the County Board approve a purchase under contract C0008052 from DocuSign, Inc. 221 Main Street, Suite 1000, San Francisco, CA 94105, to continue the County's enterprise electronic signature platform for a twelve (12) month term, in the amount of \$184,577.41 with a change order of \$18,450.00 for a total not to exceed \$203,027.41.
BACKGROUND	<p>In 2020, the County chose DocuSign as the standard for collecting and recording electronic signatures.</p> <p>Continuing with DocuSign would allow our clients, constituents, and staff to safely conduct the transactions associated with our service delivery.</p>
SOLUTIONS	<p>DocuSign usage increased 477% in year 2 and more than a 293% in year 3. Renewing this contract will accommodate this continued adoption of DocuSign technology across all Anoka County departments and the future increased usage scope of the Human Services department.</p> <p>We are also obtaining a feature that allows electronic signatures to be retrieved through a text message in support of our Human Services clients.</p>
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	ARPA



ANOKA COUNTY IT COMMITTEE ACTION ITEM

July 18, 2023

INFORMATION TECHNOLOGY

ACTION REQUESTED	<p>Information Technology and Facilities, Management and Construction are requesting that the IT Committee consider recommending that the County Board approve contract C0010156 with Killmer Electric Company, 5141 Lakeland Avenue North, Crystal, MN, 55429, for network cabling work at the Rum River Campus, in the amount of \$270,100.00 with a change order in the amount of \$18,907.00 for a total not to exceed \$289,007.00.</p> <p>Bid tab is attached.</p>
BACKGROUND	<p>With contract approval Anoka County will move forward with its master plan for the Rum River Campus tunnels that includes this tunnel fiber work.</p>
SOLUTIONS	<p>With contract approval, the following network cabling would be completed for the decentralization efforts:</p> <ul style="list-style-type: none">○ Boring conduit between buildings○ Running fiber and copper cabling through conduit○ Splicing fiber cabling at each building
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	Asset Preservation



BID TABULATION

PROJECT NAME Rum River Campus Fiber Ring

VENDOR	Bid Security (If Applicable)	Addenda (1, 2)	Responsible Contractor Form (if Applicable)	Base Bid: Direct Burial	Bid Alternate #1: Conduit	Bid Alternate #2: Copper Burial	Comments
Morcon Construction	X			n/a	n/a	n/a	No bid due to electrical companies bidding direct
All State Communications	X	X	X	\$272,511.00	\$282,871.00	\$277,691.00	
Killmer Electric Company, Inc.	X	X	x	\$270,100.00	\$270,100.00	\$285,100.00	

Yellow Highlight = Low Bidder