

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 TUESDAY, OCTOBER 18, 2022, MEETING

2:00 P.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.

INFORMATIONAL ITEMS:

2. Consider, for informational purposes, an overview of technology projects and committee presentations.

ACTION ITEMS:

- *3. Consider recommending that the County Board approve Contract #C0009325 for the purchase of SaaS solutions from The ActOne Group, Inc. dba ATIMS, 21622 Plummer Street, Suite 210, Chatsworth, CA 91311, in the amount of \$1,357,955 with a change order of 10% of \$135,795 for a total of \$1,493,750 - **see attached Action Item** – from Susan Vreeland.
- *4. Consider recommending that the County Board approve Contract #C0009566 for the purchase of library equipment from Bibliotheca, LLC, 403 Hayward Avenue North, Oakdale, MN 55128, in the amount of \$564,968 with a 5% change order of \$28,249 for a total of \$593,217. - **see attached Action Item** – from Susan Vreeland.
- *5. Consider recommending that the County Board approve an amendment to Contract #C0005031B to refresh the hardware for the existing 911 phone system from Independent Emergency Services, LLC (IES), 235 Franklin Street SW, Hutchinson, MN 55350, in the amount of \$839,253.97 - **see attached Action Item** – from Susan Vreeland.

INFORMATIONAL ITEMS (continued):

6. Consider, for informational purposes, a presentation on the IT Fund.
7. Consider, for informational purposes, an update on the Enterprise Resource Planning software.

ADDITIONAL ITEMS:

8. Next scheduled meeting will be Tuesday, November 15, 2022, at 2:00 P.M.
9. 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

October 18, 2022

INFORMATION TECHNOLOGY DEPARTMENT

ACTION REQUESTED	Susan Vreeland, Chief Information Officer, is requesting that the IT Committee recommend to the County Board approval of contract C0009325 for the purchase of SaaS solutions from The ActOne Group, Inc. dba ATIMS, 21622 Plummer Street, Suite 210, Chatsworth, CA 91311 in the amount of \$1,357,955 with a change order of 10% of \$135,795 for a total of \$1,493,750.
BACKGROUND	The Anoka County Sheriff's Office, Community Corrections and IT are working to replace their old Jail Management System (PCI) which is approaching end of life. This 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. The existing system is more than 15 years old and the vendor is not providing functionality that addresses the needs that other more modern solutions provide for public safety-related case management.
SOLUTIONS	The Sheriff's Office, Community Corrections, and IT worked with Charter Solutions, Inc. to review system requirements and business needs for a new system. From this exercise, a robust RFP with detailed requirements was generated and published.
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	IT Fund
CONCLUSION	<p>We received seven proposals from six different vendors. We worked with Charter solutions to score and narrow our possible candidates down and moved forward with product demonstrations and selected two finalists. After analysis was complete in mid-June, it was determined the ATIMS/Quicket solution would best meet the needs of Anoka County.</p> <p>Our Sherriff's Office, in partnership with the County Attorney's Office, Corrections, Procurement, and IT have worked diligently with ATIMS and Quicket over the past 4 months to negotiate and draft a comprehensive contract and statement of work.</p>
RECOMMENDATIONS	<p>Susan Vreeland, Chief Information Officer, is requesting that the IT Committee recommend to the County Board approval of contract C0009325 for the purchase of SaaS solutions from The ActOne Group, Inc. dba ATIMS, 21622 Plummer Street, Suite 210, Chatsworth, CA 91311 in the amount of \$1,357,955 with a change order of 10% of \$135,795 for a total of \$1,493,750.</p> <p>Thank you for your consideration. If you have any questions, please contact Susan Vreeland.</p>



ANOKA COUNTY IT COMMITTEE ACTION ITEM

October 18, 2022

INFORMATION TECHNOLOGY DEPARTMENT

ACTION REQUESTED	The Chief Information Officer and the Anoka County Library Director are requesting the IT Committee recommend to the County Board approval of contract C0009566 for the purchase of library equipment from Bibliotheca, LLC, 403 Hayward Avenue North, Oakdale, MN 55128, in the amount of \$564,968 with a 5% change order of \$28,249 for a total of \$593,217.
BACKGROUND	<p>The library uses Bibliotheca software and equipment for the day-to-day operations of all County libraries. The library purchased a total of 19 self-checks in 2009, 2011 and 2016 and 21 RFID Pads were in 2016. The manufacturer recommends replacement every 5-6 years. The current equipment is well past the recommended life cycle with some units as old as 13 years. The equipment is no longer efficient.</p> <p>Also, as the equipment ages, maintenance costs have increased 83% in the last 3 years.</p>
SOLUTIONS	The Library is requesting a 5-year solution as a service (SaaS) that includes replacement of self-checks, RFID pads, and the purchase of additional RFID pads. All hardware and software solutions are refreshed throughout the 5 years. This solution also includes enhancements to the current software, and updates; delivery, installation, and warranty; educational courses for all solutions and on-going technical support. At the end of the 5 years term, all equipment will be replaced with the latest technology.
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	Library Operating Budget
CONCLUSION	The library needs to order the equipment before the end of the extended renewal term. Currently, due to supply chain issues, some of this equipment is experiencing longer than normal lead times.
RECOMMENDATIONS	<p>The Chief Information Officer and the Anoka County Library Director are requesting the IT Committee recommend to the County Board approval of contract C0009566 for the purchase of library equipment from Bibliotheca, LLC, 403 Hayward Avenue North, Oakdale, MN 55128 in the amount of \$564,968 with a 5% change order of \$28,249 for a total of \$593,217.</p> <p>Thank you for your consideration. If you have any questions, please contact Susan Vreeland.</p>

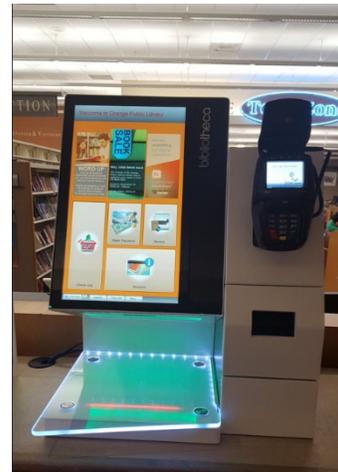
Description

- *Replacement of Self-Check Devices, RFID pads and security gates for updated technology to make library material checkout, and payments more efficient for library patrons. New gates will provide better accessibility with large aisles to accommodate wheelchairs and wide strollers. All the replacement equipment will have improved function and reporting technology. This 5-year contract will help stabilize the library's technology spending and allows for the Library to have the latest in staff work flow efficiency and patron experience to provide a solid foundation well into the future. This project will also include the addition of open + count, which is a device that will count patrons at our smaller branches.*

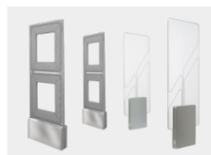
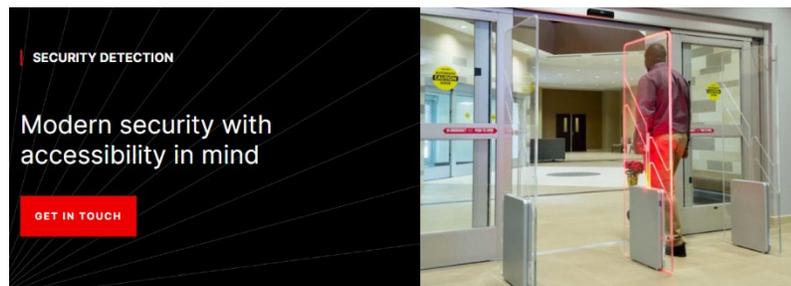
What it does

- *Allows patrons to check out their own materials and pay fines.*
- *RFID pads process our materials in our workflows to maintain organization and faster processing of materials.*
- *Open + Count, counts patrons at locations that do not have security gate.*
- *Security Gates beep when patrons walk out without properly checking out materials and also counts patrons to give a more accurate count of library access.*

Self-Checks



Security Gates



NO MATTER WHAT TYPE OF TECHNOLOGY YOUR LIBRARY USES, WE CAN HELP.

We support RFID, ultra high frequency (UHF) and electromagnetic (EM) technologies with sleek gates that fit your library aesthetic and protect your valuable materials.



LIBRARY SECURITY WITH STYLE

Clear gate panels offer superior detection while integrating flawlessly with library decor.



WIDEST AISLE FOR BEST ACCESSIBILITY

The RFID premium gate offers the widest security aisle available to libraries - perfect for wheelchairs, wide strollers, and large groups of students



ANOKA COUNTY IT COMMITTEE ACTION ITEM

October 18, 2022

INFORMATION TECHNOLOGY DEPARTMENT

ACTION REQUESTED	The Chief Information Officer and the Emergency Communications Director are requesting the IT Committee recommend to the County Board approval of an amendment to contract C0005031B to refresh the hardware for the existing 911 phone system from Independent Emergency Services, LLC (IES), 235 Franklin Street SW, Hutchinson, MN 55350, in the amount of \$839,253.97.
BACKGROUND	Emergency Communications updated the phone system in 2016 to implement text to 911. The system has been having issues recently and the hardware needs to be updated.
SOLUTIONS	Emergency Communications is requesting a 5-year solution that includes refreshing the existing phone hardware. The phone refresh will connect with the phone system at the new center allowing dispatchers to seamlessly work out of either facility.
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	E911 Funds
CONCLUSION	Emergency Communications needs to refresh the equipment to remain current and allow future success at the new location.
RECOMMENDATIONS	The Chief Information Officer and the Emergency Communications Director are requesting the IT Committee recommend to the County Board approval of an amendment to contract C0005031B to refresh the hardware for the existing 911 phone system from Independent Emergency Services, LLC (IES), 235 Franklin Street SW, Hutchinson, MN 55350, in the amount of \$839,253.97. Thank you for your consideration. If you have any questions, please contact Susan Vreeland.



ANOKA COUNTY IT COMMITTEE INFORMATIONAL ITEM

October 18, 2022

INFORMATION TECHNOLOGY DEPARTMENT

INFORMATION	Susan Vreeland, Chief Information Officer, will provide an informational update on the status and recommended next steps related to the Finance and Procurement System selection project.
BACKGROUND	<p>After months of discovery and discussion, partners in Finance, IT, and other critical stakeholders took action to replace our existing systems. Following is a high-level detail of related activities:</p> <p>April 2020 – Engaged with an external vendor to assess the state of existing system and related interfaces.</p> <p>June 2020 – Contracted with an external vendor to conduct a gap assessment (what we have versus what we need).</p> <p>March 2021 – Contracted with external vendor to assist with redesign of current Chart of Accounts (key initiative in revision of current business processes).</p> <p>June 2021 – Contracted with external vendor to assist with the gathering the business requirements for the RFP.</p> <p>March 2022 – RFP released to the public.</p> <p>June 2022 – Initial (virtual) solution demonstrations</p> <p>September 2022 – Onsite vendor demonstrations</p> <p>September 2022 / Present – Determination of a potential finalist and developing plans for negotiations of a contract, costs, and other recommendations to the appropriate Committees.</p>
SOLUTIONS	The ideal solution is to be on the other side of this process with a viable recommendation to the appropriate Committees of Jurisdiction. To ensure we determine the appropriate solution, we will negotiate the agreement, Statement of Work, and other related items, and (most importantly) ensure the vendor is held to the highest standards of accountability.
FUNDING SOURCE <small>(Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)</small>	Customer Technology Fund
CONCLUSION	Pursuing the corporation amongst multiple County partners, along with technology acquisition best practices and a robust contract, will ensure an appropriate and fiscally responsible investment for the County for many years to come.