

## Board of County Commissioners

Stephen A. Wantz, *President*  
Ed Rothstein, *Vice President*  
C. Richard Weaver, *2<sup>nd</sup> Vice President*  
C. Eric Bouchat  
Dennis E. Frazier



## Carroll County Government

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
fax 410-386-2485  
MD Relay ~ 7-1-1/800-735-2258

### **Notice of Commissioner Meetings & Agenda for the Week of June 17, 2019**

Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. All or part of a meeting may be conducted in closed session.

- *Indicates Outside Activities*

#### **Monday ~ June 17, 2019**

*8:00 a.m. Maryland State Fire Association Convention  
Ocean City, Maryland  
Commissioner Wantz*

#### **Tuesday ~ June 18, 2019**

*8:00 a.m. Maryland State Fire Association Convention  
Ocean City, Maryland  
Commissioner Wantz*

*2:00 p.m. Veterans Advisory Meeting  
Westminster, Maryland  
Commissioner Weaver*

#### **Wednesday ~ June 19, 2019**

*8:00 a.m. Maryland State Fire Association Convention  
Ocean City, Maryland  
Commissioner Wantz*

*6:00 p.m. Carroll Community College Board Meeting  
Westminster, Maryland  
Commissioner Frazier*

**Thursday ~ June 20, 2019**

9:00 a.m. Board of County Commissioners Closed Administrative Session

**10:00 a.m. Board of County Commissioners Open Session**  
County Office Building ~ Room 311

*Priority Carroll*

**Item 1**

Public Comment on this item  
Briefing/Discussion/Possible Decision  
Request Approval to Submit Grant Application  
and accept Grant Award  
[FY2020 VAWA ~ State's Attorney's Office](#)  
Carroll County State's Attorney ~ Mr. Brian DeLeonardo  
Department of Management & Budget ~ Mr. Ted Zaleski

**Item 2**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Work Order and Asset Management Software](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 3**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Facility Condition Assessment](#)  
Department of Public Works ~ Mr. Jeff Castonguay  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 4**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ SeeClickFix Software Purchase](#)  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 5**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Submit Application & Award Acceptance  
[Level One Screen Funding](#)  
Department of Citizen Services ~ Ms. Christine Kay

**Thursday ~ June 20, 2019 (Continued)**

**Item 6**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval to Submit Application & Award Acceptance  
[Nursing Facility Program Education FFP Matching Funding](#)  
Department of Citizen Services ~ Ms. Christine Kay

**Item 7**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Public Safety Director to  
Execute [FY2020 Motorola Solutions Agreement](#)  
for County's Emergency Communications System  
Department of Public Safety ~ Mr. Scott Campbell

**Item 8**

Public Comment on this item  
Briefing/Discussion/Decision  
Request Approval for Public Safety Director to  
Execute FY2020 Motorola Solutions Agreement  
for [Central Maryland Area Radio Communications](#)  
regional radio system  
Department of Public Safety ~ Mr. Scott Campbell

**Item 9**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Carroll County Public Network](#)  
Maintenance Contract  
Department of Technology Services ~ Mr. Mark Ripper  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 10**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ CourtSmart Support Services](#)  
Department of Technology Services ~ Mr. Mark Ripper  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 11**

Public Comment on this item  
Briefing/Discussion/Decision  
[Bid Approval ~ Microsoft Engineering & Consulting Services](#)  
Department of Technology Services ~ Mr. Mark Ripper  
Bureau of Purchasing ~ Mr. Mike Myers

**Thursday ~ June 20, 2019 (Continued)**

**Item 12**

Public Comment on this item  
Briefing/Discussion/Decision  
Bid Approval ~ Annual Renewal of Maintenance & Support  
for the [Mitchell Humphrey Financial Management System](#)  
Department of Technology Services ~ Mr. Mark Ripper  
Bureau of Purchasing ~ Mr. Mike Myers

**Item 13**

Public Comment on this item  
Briefing/Discussion/Decision  
Bid Approval ~ Annual Renewal of Maintenance, Enhancement & Support  
for [Community Service Point](#)  
Department of Technology Services ~ Mr. Mark Ripper  
Bureau of Purchasing ~ Mr. Mike Myers

**Public Comment**

Administrative Session ~ Open

- 11:00 a.m. Maryland Association of Counties Board of Directors Spring Retreat  
Aberdeen, Maryland  
Commissioner Wantz*
- 2:30 p.m. Economic Alliance of Greater Baltimore Hot Topics Meeting  
Baltimore, Maryland  
Commissioner Rothstein*
- 5:00 p.m. Maryland Tech Council ~ Summer Sizzler  
Baltimore, Maryland  
Commissioner Rothstein*

**Friday ~ June 21, 2019**

- 8:00 a.m. Maryland Association of Counties Board of Directors Spring Retreat  
Aberdeen, Maryland  
Commissioner Wantz*

**Saturday ~ June 22, 2019**

**Sunday ~ June 23, 2019**

7:05 a.m.      “The Commissioners’ Report” – WTTR  
Commissioner Rothstein

ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978, MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

**CARROLL COUNTY**

**State's Attorney's Office**

**Briefing Paper**

**June 20, 2019**

**Open Session**

**Issue:** FY 2020 VAWA Grant Application and Acceptance of Award

**Background:** The Special Victims Unit of the Carroll County State's Attorney's Office addresses the challenges of prosecuting domestic violence (DV) and sexual crimes and working with victims of those crimes. This specialized unit includes three prosecutors and an advocate who aggressively prosecute domestic violence and sexual assault cases, shifting the focus of these crimes from victim responsibility for prosecution to offender accountability. The Unit holds perpetrators of domestic violence and sexual assault accountable through implementation of the pro-prosecution, evidence-based prosecution and victimless prosecution models. Training is another priority of the Unit with training taking place for the unit's prosecutors in the specialized areas of domestic violence and sexual assault, as well as continued training of law enforcement.

The VAWA grant supports the salary of the DV prosecutor which opened 398 DV cases in 2018.

The County provides the required match for the VAWA grant by funding the balance of the DV Prosecutor's salary and the benefits.

**Projected Budget – 10/1/19 to 9/30/20**

<b>Position</b>	<b>Grant Funds*</b>	<b>County Cash Match**</b>	<b>Total</b>
DV Prosecutor Salary	\$55,453	\$31,573	\$87,026
DV Prosecutor Benefits	\$0	\$48,347	\$48,347
<b>Total</b>	<b>\$55,453</b>	<b>\$79,920</b>	<b>\$135,373</b>

\* GOCCP has limited the grant request to the FY 2019 award which was \$55,453. Please note, if this grant is not approved, the State's Attorney's office will ask the Board of Commissioners to fully fund the DV Prosecutor position.

\*\*County Cash Match is already budgeted

**Action:** Discussion, Possible Decision

**Staff-Recommended Motion:**

I move that the Board of Commissioners approve the submission of the FY 2020 VAWA grant application and acceptance of the award.

**Attendees:**

Ashley Pamer, Senior Assistant State's Attorney, State's Attorney's Office  
Caren Jagoda, Senior Grants Analyst, Management and Budget

DATE: June 6, 2019  
TO: The Carroll County Board of Commissioners  
RE: Work Order and Asset Management Software

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Public Works requests your approval to purchase a work order and asset management software system from Dude Solutions (Cary, NC) in the amount of \$31,163.25. This purchase will be made off the Sourcewell national purchasing cooperative contract which was competitively bid. The software system will be used by the Department of Public Works for asset management and managing work orders. This amount is within the adopted budget and no additional funds will be necessary.

**BACKGROUND:**

The Bureau of Facilities current work order management system is antiquated resulting in lost productivity and efficiency. The Bureau currently passes paperwork along from employee to employee with data being added along the way. Upon completion the information is then entered in a data file for future reference. While the information is stored it is not in a format that is conducive to creating a highly productive outcome when needed for future reference or reporting. This deficiency leads to field staff and management delays in all areas of the operation.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the purchase of a work order and asset management software system to Dude Solutions in the amount of \$31,163.25.

---

\_\_\_\_\_ Date  
Bureau of Purchasing

---

\_\_\_\_\_ Date  
Board of Commissioners

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments:	_____			
_____				
Action Taken:	<input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____			
_____				

DATE: June 6, 2019  
TO: The Carroll County Board of Commissioners  
RE: Facility Condition Assessment

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Public Works requests your approval to contract with Dude Solutions (Cary, NC) to perform a facility condition assessment in the amount of \$125,729.22. This contract will be awarded off the Sourcwell national purchasing cooperative contract which was competitively bid. This amount is within the adopted budget and no additional funds will be necessary.

**BACKGROUND:**

Dude Solutions is a cloud-based tool to efficiently process work orders, create preventative maintenance schedules, reduce costs, reduce lost time and provide staff a system to effectively and efficiently perform work on the 40 plus buildings and other properties throughout the county. The system also provides an asset management tool which allows staff to recognize deficiencies within our buildings systems and provides them the reporting needed to develop short and long term maintenance, repair and replacement plans. The second phase of this project is to perform facility condition assessments at all county buildings. Data will be collected at each site and entered in the database by the vendor. This information will allow facilities to better identify deficiencies and plan for future needs.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the facility condition assessment to Dude Solutions in the amount of \$125,729.22.

---

\_\_\_\_\_  
Bureau of Purchasing Date

---

\_\_\_\_\_  
Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments:	_____			
_____				
Action Taken:	<input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other: _____			
_____				



DATE: June 7, 2019  
TO: The Carroll County Board of Commissioners  
RE: SeeClickFix Software Purchase

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Public Works requests your approval to award the purchase and integration of the SeeClickFix Software to SeeClickFix, Inc. (New Haven, CT) in the amount of \$82,500. This is a three (3) year agreement at \$27,500 annually and will be from a contract which was competitively bid by Virginia Beach, VA. This amount is within the adopted budget and no additional funds will be necessary.

**BACKGROUND:**

It was identified that the county has no standardize documentation procedures for issues between departments and other agencies. County employees handling citizen concerns related to infrastructure and abatement issues would use SeeClickFix for both public and inter-departmental communications if implemented.

SeeClickFix can be used as both a mobile app and web compatible tool that lets citizens report issues in real time. This will simplify and consolidate internal communication by reducing calls, email, spreadsheets, sticky notes, etc.

No additional positions or equipment are needed. Public Works staff recommended integration of SeeClickFix with two (2) other programs currently being used by county staff, Accela and Cityworks, to help maximize efficiency in responding to citizens. Technology Services staff would need to establish a webpage link to SeeClickFix and integrate SeeClickFix with applicable existing Accela Enforcement Module and City Works data fields,

A 3-year agreement with SeeClickFix is more cost efficient with regard to the integration.

**Staff Recommended Motion:**

I move that the Board of Commissioners award the purchase and integration of the eSeeClickFix Software to SeeClickFix, Inc. in the amount of \$82,500.

\_\_\_\_\_  
Bureau of Purchasing Date

\_\_\_\_\_  
Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments:	_____			
_____				
Action Taken:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Denied	<input type="checkbox"/> Other:	_____

**Department of Citizen Services- Bureau of Aging & Disabilities**  
**Briefing Paper**  
**June 20, 2019**  
**Open Session**

**Issue:** Level 1 Screen grant application/award acceptance.

**Discussion/Decision:** Approval for the Level 1 Screen grant submission and acceptance of the award for July 1, 2019 through June 30, 2020.

**Due Date:** June 27, 2019

**Background:** Maryland's Community Options Waiver Registry currently has approximately 21,000 individuals waiting to apply for services. In the fall of 2019, Maryland Department of Health will begin prioritizing the Waiver Registry to ensure individuals with the highest level of need are able to access services of the Community Options Waiver. Individuals on the Waiver Registry must complete a Level 1 Screen in order to be given a ranking score and placed on the Registry. Funding will be utilized to support a temporary increase in staffing hours to handle the larger volume of individuals who will contact Area Agencies on Aging to complete a Level 1 Screen.

**FY2020 Level 1 Screen Budget**

Staffing		\$11,586.07
<b>Total Grant Award</b>		\$11,586.07
County funds		\$0
<b>Total Program</b>		<b>\$11,586.07</b>

**Action:** Discussion/Decision

**Staff-Recommended Motion:** I move that the Board of Commissioners approve the Level 1 Screen grant submission and acceptance of the award.

**Attending:**

Christine Kay, Director of Citizen Services  
Celene Steckel, Bureau Chief, Aging & Disabilities  
Debby Standiford, Grants Office

**Department of Citizen Services - Bureau of Aging & Disabilities**  
**Briefing Paper**  
**June 20, 2019**  
**Open Session**

**Issue:** Nursing Facility Program Education Federal Financial Participation (FFP) Matching Funding grant application/award acceptance.

**Discussion/Decision:** Approval for the Nursing Facility Program Education FFP matching funding grant submission and acceptance of the award for July 1, 2019 through June 30, 2020.

**Due Date:** June 27, 2019

**Background:** The Nursing Facility Program Education (NFPE) is funded through Medicaid Administrative Federal Financial Participation (FFP). This grant was formally known as Money Follows the Person or MFP. The purpose of the grant is to ensure that individuals residing in nursing homes are aware of services and financial supports, available to assist them to return to the community in a less restrictive environment. The Bureau of Aging & Disabilities (BOAD) receives referrals for individuals residing in long term care facilities that have voiced a desire to return to the community. The designated BOAD staff member schedules and provides in person options counseling, and if desired, assists the individual with making application for the corresponding Home and Community Based Waiver.

The NFPE is an activity that Medicaid has designated for reimbursement through Federal Financial Participation.

**FY2020 Nursing Facility Program Education FFP Matching Budget**

Staffing		\$6,480.60
<b>Total Grant Award</b>		\$6,480.60
County funds		\$0
<b>Total Program</b>		<b>\$6,480.60</b>

**Action:** Discussion/Decision

**Staff-Recommended Motion:** I move that the Board of Commissioners approve the Nursing Facility Program Education FFP Matching Funding grant submission and acceptance of the award.

**Attending:**

Christine Kay, Director of Citizen Services  
Celene Steckel, Bureau Chief, Aging & Disabilities  
Debby Standiford, Grants Office

# Department of Public Safety

## Briefing Paper

June 20, 2019

Open Session

### **Issue:**

Annual “Maintenance, Support, & Upkeep Agreement” with Motorola Solutions for the County’s Emergency Communications System.

### **Discussion / Decision:**

Discussion / Decision

### **Background:**

The multiple components of the County’s Emergency Communications System are covered by a “Maintenance, Support, and Upkeep Agreement” with Motorola Solutions, requiring annual renewal. The agreement proposed for FY2020 includes, among other features, 24 x 7 x 365 support of the County’s 800 MHz radio system infrastructure, microwave network, as well as VHF paging system. The proposed agreement also includes continuous upgrades of the 800 MHz radio system’s operating software to ensure the system remains current. The full cost of the proposed Agreement (\$1,051,053.10) is included in the Approved FY2020 Budget, thus no additional monies are needed in order to proceed. However, due to the value of the proposed transaction, Board of County Commissioners’ concurrence is required. Accordingly, I respectfully request authorization to execute the Proposed Agreement, as presented.

### **Action:**

Please authorize the Director of Public Safety to execute the Proposed Agreement with Motorola Solutions, as presented.

### **Staff-Recommended Motion:**

*“I move that the Board of County Commissioners authorize the Director of Public Safety to execute the FY2020 Agreement with Motorola Solutions, as proposed.”*

### **Attendees:**

Scott R. Campbell, Director, Dept. of Public Safety

# Department of Public Safety

## Briefing Paper

June 20, 2019

Open Session

### Issue:

Annual “Maintenance, Support, & Upkeep Agreement” for the Central Maryland Area Radio Communications (CMARC) regional radio system.

### Discussion / Decision:

Discussion / Decision

### Background:

On June 15, 2006, Carroll County entered into an agreement to contribute annually towards the cost of the support, maintenance, & upkeep of the CMARC regional radio system. The cost of this annual contribution (\$65,000 for FY2020) is the same for each member jurisdiction of CMARC. This annual expense was anticipated, thus full funding for same is included in the County’s Approved Budget for FY2020. As the dollar value of this expenditure exceeds my delegated signatory authority, Board of County Commissioner authorization is required in order for me to approve payment.

### Action:

Please authorize the Director of Public Safety to execute the FY2020 Maintenance, Support, & Upkeep Agreement with Motorola Solutions for the CMARC regional radio system, to include approving payment of the resulting invoice.

### Staff-Recommended Motion:

*“I move that the Board of County Commissioners authorize the Director of Public Safety to execute the referenced FY2020 Agreement with Motorola Solutions and approve payment of the resulting invoice, as proposed.”*

### Attendees:

Scott R. Campbell, Director, Dept. of Public Safety

DATE: June 13, 2019  
TO: The Carroll County Board of Commissioners  
RE: Carroll County Public Network Maintenance Contract

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to award the contract for the Carroll County Public Network maintenance contract to Skyline Technology Solutions in the amount of \$82,099.49 . This will allow for the renewal of the current term contract through June 30, 2020. This is a sole source purchase. The maintenance covers all the edge devices on the county fiber network. The money is in the Fiber Operating Budget. This amount is within the adopted FY'20 budget and no additional funds are necessary.

**DETAILS:**

The original cost of the equipment was \$1,073,550. The maintenance cost of the equipment is \$82,099.49. The maintenance cost is approximately 7.6% of the original purchase price. It is well below the industry standard of 15-20%.

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the maintenance contract for the Carroll County Public Network equipment for \$82,099.49.

---

Bureau of Purchasing Date

---

Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				
<hr/>				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: June 12, 2019  
TO: The Carroll County Board of Commissioners  
RE: CourtSmart Support Services

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to renew the agreement with CourtSmart for Digital Recording Systems Support Services in the amount of \$36,444.82. This will allow for the renewal of the current term contract through June 30, 2020. This is a sole source purchase.

**Details**

1. CourtSmart is Carroll County Circuit Court’s digital recording system. CourtSmart is in use in every District Court, as well as the majority of Circuit Courts in the State of Maryland.
2. The existing support services agreement ends June 2019.
3. The support service is funded under the adopted FY’20 budget and no additional funds will be necessary..

**Staff Recommended Motion:**

I move that the Board of Commissioners award the contract for the Digital Recording Systems Support Services to CourtSmart in the amount of \$36,444.82.

---

Bureau of Purchasing Date

---

Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				
<hr/>				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				

DATE: June 12, 2019  
 TO: The Carroll County Board of Commissioners  
 RE: Microsoft Engineering and Consulting Services

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval for the purchase of Microsoft Engineering and Consulting Services to Computer Discount Warehouse (CDW) in the amount of \$33,750. This purchase was made off of a state contract that was competitively bid. This amount is within the FY' 19 budget and no additional funds will be necessary.

**Details**

1. Microsoft Exchange engineering and consulting services
2. Scheduled maintenance
3. Small installation projects

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the purchase for Microsoft Engineering and Consulting Services in the amount of \$33,750.00.

---

Bureau of Purchasing Date

---

Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				



DATE: June 12, 2019  
 TO: The Carroll County Board of Commissioners  
 RE: Annual renewal of maintenance and support for the Mitchell Humphrey Financial Management System (FMS)

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to renew the agreement with Mitchel Humphrey Financial Management System for service and maintenance support in the amount of \$56,940.00. This will allow for the renewal of the current term contract through July 8, 2020. This is a sole source purchase.

**Details**

4. FMS is used by every department to track and manage expenditures and is used for all County Government financial accounting functions.
5. The existing service agreement ends in July 2019.
6. Funded under the Adopted FY'20 budget and no additional funds will be necessary.

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the annual maintenance and support for the Mitchell Humphrey Financial Management System (FMS) for \$56,940.00.

---

Bureau of Purchasing Date

---

Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion <input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -			
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:			

DATE: June 12, 2019

TO: The Carroll County Board of Commissioners

RE: Annual renewal of maintenance, enhancement and support for Community Service Point (CSP).

**EXECUTIVE SUMMARY:**

The Bureau of Purchasing in cooperation with the Department of Technology Services requests your approval to renew the agreement with WellSky Corporation for maintenance, enhancement and support for Community Service Point in the amount of \$28,650.00. This will allow for the renewal of the current term contract through June 30, 2020. This is a sole source purchase.

**Details**

- a) Funded under the adopted FY20 budget and no additional funds will be necessary.
- b) Community Service Point is a web-based data collection tool produced by WellSky Corporation, formerly known as Bowman Systems LLC. It is used as the Homeless Management Information System to document and analyze the extent of homelessness in Carroll County and the effectiveness of programs that serve the homeless. Carroll County must maintain this capability to be eligible to receive related HUD grant awards.
- c) Contract includes one hundred twenty-six (126) licenses

**Staff Recommended Motion:**

Concurrence for the purchase of annual maintenance, enhancement, and support of the Community Service Point software for \$28,650.

---

Bureau of Purchasing Date

---

Board of Commissioners Date

Commissioner Wantz:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Weaver:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Frazier:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Bouchat:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Commissioner Rothstein:	<input type="checkbox"/> Motion	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> All in Favor	<input type="checkbox"/> Denied
Comments: -				
Action Taken: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Other:				