



**Agenda Item No. 1
June 1, 2011 Meeting**

DATE: May 19, 2011

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director

A handwritten signature in black ink, appearing to read "Michael M. Ruane", is written over the printed name in the "FROM:" field.

SUBJECT: Renewal of Website Hosting and Support Services

SUMMARY:

The Children and Families Commission of Orange County's website is a resource for information about Commission actions, funded programs, and resources available to the community. The website is also a part of the electronic communications tools that includes the monthly e-newsletter, community e-updates, and the Facebook site. Civic Resources Group (CRG) LLC hosts and maintains the Commission's website and provides technical support. This item provides a report on CRG's services, and a recommendation to amend their agreement for continued website support.

Website Management Contract Status

Civic Resources Group LLC was selected through a competitive Request for Qualifications (RFQ) process to provide support services for the Commission's website and to develop a Content Management System (CMS) that would allow staff to regularly update and upload information to the website. A review panel of outside representatives with qualified technical expertise selected four proposals that met the minimum qualifications, and recommended CRG to provide website services. The Commission approved the initial agreement with CRG in 2008 to transition the Commission's website to a new host site, secure CMS licensing, support and train Commission staff on the CMS program, and perform regular website maintenance.

The Commission amended the agreement with CRG in 2009 to increase the functionality of the website. The new features include mailing list sign-up form, links to funding opportunities and events, improved navigation tools, revised program description text and functions of pages, transitioning website to a permanent server, and staff training and support. CRG recently completed the population of the newly designed website. Amending the agreement for one-year with CRG to provide website support and maintenance is recommended. A performance review of the website services and recommendations for continued technical support will be presented at the end of the contract term.

STRATEGIC PLAN & FISCAL SUMMARY:

This program has been reviewed in relation to the Strategic Plan and is consistent with all goal areas. This funding request for \$35,000 is included in the FY 2010-11 Budget within the Strategic Communications budget category.

PRIOR COMMISSION ACTIONS:

- February 2011 – Approved \$35,000 contract amendment for website services through June 2011.
- December 2009 – Approved \$60,000 contract amendment for website services through June 2010.
- May 2008 – Approved \$70,000 agreement for website services through June 2009.

RECOMMENDED ACTION:

Adopt resolution (Attachment 1) authorizing the Executive Director or designee to prepare and negotiate an Amendment to Agreement PS-58 with Civic Resources Group, LLC to add an amount not to exceed \$35,000 for a total maximum obligation not to exceed \$200,000 for website services and extending the term of the agreement through June 30, 2012.

ATTACHMENT:

1. Resolution to amend agreement with Civic Resources Group, LLC

Contact: Kelly Pijl

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-11-C&FC

June 1, 2011

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE TO PREPARE AND NEGOTIATE AN AMENDMENT TO AGREEMENT PS-58 WITH CIVIC RESOURCES GROUP, LLC TO CONTINUE TO PROVIDE WEBSITE SERVICES; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AMENDMENT TO AGREEMENT ON BEHALF OF THE COMMISSION

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

WHEREAS, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County’s children prenatal through five years of age as codified in the Act; and

WHEREAS, On May 7, 2008 Commission authorized the Executive Director or designee to prepare and negotiate Agreement PS-58 with Civic Resource Group, LLC in an amount not to exceed \$70,000 to provide Website Services for the term May 1, 2008 through June 30, 2009; and

WHEREAS, On May 13, 2009 the Executive Director authorized a First Amendment to Agreement PS-58 to continue to provide Website Services through June 30, 2010 without additional funds; and

WHEREAS, On December 2, 2009 Commission authorized a Second Amendment to Agreement PS-58 adding funding in an amount not to exceed \$60,000 for a Maximum Payment Obligation of \$130,000 to provide expanded Website Services without extending the term of the Agreement; and

WHEREAS, On May 18, 2010 the Executive Director authorized a Third Amendment to Agreement PS-58 to continue to provide Website Services through December 31, 2010 without additional funds; and

WHEREAS, On December 10, 2010, the Executive Director authorized a Fourth Amendment to Agreement PS-58 to continue to provide Website Services through February 28, 2011 without additional funds; and

WHEREAS, On February 2, 2010 Commission authorized a Fifth Amendment to Agreement PS-58 adding funding in an amount not to exceed \$35,000 for a Maximum Payment Obligation of \$165,000 to provide expanded Website Services without extending the term of the Agreement; and

WHEREAS, the Commission desires to enter into a Sixth Amendment to Agreement PS-58 with Civic Resource Group, LLC, hereinafter referred to as “Professional” in the Agreement extending the term by twelve months through June 30, 2012 and adding an amount not to exceed \$35,000 for a Maximum Payment Obligation not to exceed \$200,000 to continue to provide Website Services consistent with the staff report for the June 1, 2011 staff report for this Agenda Item; and

WHEREAS, the Professional desires to enter into the Amendment to Agreement in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Amendment to Agreement; and

WHEREAS, Commission has reviewed the staff report for the June 1, 2011 Commission meeting relating to the scope of services to be provided and hereby finds and determines that the proposed Amendment to Agreement PS-58 is in furtherance of and consistent with the Commission’s Strategic Plan; and

WHEREAS, Commission desires to authorize the Commission Chair and Commission Clerk to execute the Amendment to Agreement PS-58 with the Professional extending the term by twelve months through June 30, 2012 and adding an amount not to exceed \$35,000 for a Maximum Payment Obligation not to exceed \$200,000 to continue to provide Website Services consistent with the staff report for the June 1, 2011 staff report for this Agenda Item; and

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 Commission authorizes the Executive Director, or designee, to prepare and negotiate the terms, conditions and final form of an Amendment to Agreement PS-58 with the Professional, extending the term of the Agreement by twelve months through June 30, 2012 and adding an amount not to exceed \$35,000 for a Maximum Payment Obligation not to exceed \$200,000 to continue to provide Website Services consistent with the staff report for the June 1, 2011 staff report for this Agenda Item; and

Section 3 The approval by the Executive Director or designee of the final Amendment to Agreement PS-58 shall be conclusively evidenced by the execution of such Amendment to Agreement by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the Amendment to Agreement PS-58 with the Professional, extending the term of the Agreement by twelve months through June 30, 2012 and adding an amount not to exceed \$35,000 for a Maximum Payment Obligation not to exceed \$200,000 to continue to provide Website Services consistent with the staff report for the June 1, 2011 staff report for this Agenda Item.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Amendment to Agreement PS-58 on behalf of the Commission.

Section 6 A copy of the final Amendment to Agreement PS-58 when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed Amendment to Agreement PS-58 shall be placed on file in the office of the Clerk of the Commission.

Section 7 In addition to the authorization of Section 2 above, the Executive Director, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Amendment to Agreement(s), (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement(s), and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement(s) in the furtherance thereof.

Section 8 The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on June 1, 2011 to wit:

AYES Commissioners: _____

NOES: Commissioner(s): _____

EXCUSED: Commissioner(s): _____

ABSTAINED: Commissioner(s) _____

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, DARLENE J. BLOOM, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

IN WITNESS WHEREOF, I have hereto set my hand and seal.

DARLENE J. BLOOM
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-11-C&FC

Agenda Date: June 1, 2011

Item No. __



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

DARLENE J. BLOOM, Clerk of the Commission

By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy of final executed Amendment to Agreement PS-58)