



Children & Families
Commission of Orange County

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Agenda Item No. 12
May 7, 2008 Meeting

CLERK OF THE BOARD
ORANGE COUNTY
BOARD OF SUPERVISORS

DATE: April 28, 2008

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director

SUBJECT: Content Management System (CMS) Support for Commission Website

SUMMARY:

The Children and Families Commission of Orange County's website was redesigned in 2006 with updated graphics and text for website visitors to learn about the Commission and funded programs that support young children and families. Developing a Content Management System (CMS) to allow timely updates and information about programs and events to the website is recommended.

Current Website Status

The Commission website was originally designed and managed through an agreement with the White House Writers Group which subcontracted to a website programming firm for regular updates. Website hosting, direct content updating access, and functional graphic design changes are beyond the scope of the current agreement. A Content Management System (CMS) to provide a user-friendly interface to update the website content is recommended. The CMS is a standard tool to access and maintain website content easily by automating the website programming code in a series of simple database forms. With the addition of a CMS tool and support from a technical vendor direct access will be available to update website content. Under their current agreement, the White House Writers Group will assist with the transfer of the website design, data, and information to a website manager for a seamless transition.

Request for Qualifications Process

A Request for Qualifications (RFQ) process for website maintenance services, content updating, and internet hosting support was initiated in Fall 2007. A letter of intent was issued through the County of Orange invitation for bid system, and 10 applications were received. A review panel of outside representatives with qualified technical expertise selected four proposals as meeting minimum qualifications. The review panel evaluated the four proposals and recommended Civic Resource Group, Inc. to provide website services.

The recommended vendor is based in Los Angeles and specializes in serving the technological needs of government agencies. Their services include web design, programming, content management, data/information management, systems maintenance, internet security, content development, and hosting systems. The Civic Resource Group team has previously assisted the Orange County Transportation Agency, Orange County cities, the California Hospital

Association, and CalOptima in Orange County on projects including website maintenance, design, and implementation of Content Management Systems.

An agreement with Civic Resource Group, Inc. is recommended to provide services including transitioning the Commission's web site to a new host site with a Content Management System program, supporting and training Commission staff on the CMS program, and regular website maintenance for an amount not to exceed \$70,000. The contract amount will include all direct costs including CMS licensing, web site hosting and software.

STRATEGIC PLAN & FISCAL SUMMARY:

This program has been specifically reviewed in relation to the Strategic Plan, and is consistent with all goal areas. This funding request is for the amount not to exceed \$70,000 for the term May 1, 2008 through June 30, 2009. Funding for this item is included in the FY 2008-09 Budget within the Public Outreach and Communication budget category.

PRIOR COMMISSION ACTIONS:

July 5, 2006 and June 6, 2007 – Website design and maintenance by the White House Writers Group.

RECOMMENDED ACTION:

Adopt resolution (Attachment 1) authorizing Executive Director to prepare and enter into Agreement C-58 with Civic Resource Group, LLC for website services in an amount not to exceed \$70,000 for the 14-month term May 1, 2008 through June 30, 2009.

ATTACHMENT

1. Resolution to enter into agreement with Civic Resource Group, LLC

Contact: Kelly Pijl

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-08-C&FC

May 7, 2008

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR, OR DESIGNEE, TO PREPARE AND NEGOTIATE AGREEMENT NO. C-58 WITH CIVIC RESOURCE GROUP, LLC; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

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 to five years of age as codified in the Act; and

WHEREAS, the Executive Director and Commission Counsel have prepared a standard Master Agreement for Consultant/Professional Services ("Master Agreement"), which was approved by the Commission; and

WHEREAS, the Commission desires to authorize the Executive Director, or designee, to prepare and enter into Agreement No. C-58 with Civic Resource Group, LLC in an amount not to exceed \$70,000 for the term May 1, 2008 through June 30, 2009 to provide Content Management System (CMS) Support for Commission's Website as specified in the May 7, 2008 staff report for this Agenda Item; and

WHEREAS, Commission has reviewed the staff report relating to the Scope of Services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission's Strategic Plan; 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 hereby authorizes the Executive Director, or designee, to prepare and negotiate the terms, conditions and final form of Agreement C-58 with Civic Resource Group,

LLC, in an amount not to exceed \$70,000 for the term May 1, 2008 through June 30, 2009 to provide Content Management System (CMS) Support for Commission's Website consistent with the May 7, 2008 staff report and scope of services referenced therein; and

Section 3 The form of Agreement C-58 with Civic Resource Group, LLC shall be substantially similar to the form of the standard Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee. The approval by the Executive Director of Agreement C-58 shall be conclusively evidenced by the execution and delivery of the Agreement by the Commission Chair to the Commission Clerk.

Section 4 Commission hereby approves Agreement No. C-58 with Civic Resource Group, LLC to provide Content Management System (CMS) Support for Commission's Website as specified in the May 7, 2008 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, Agreement C-58 on behalf of the Commission.

Section 6 A copy of the final Agreement C-58 with Civic Resource Group, LLC, 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 Agreement 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 his designee) is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Service Agreement, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement 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 May 7, 2008 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: __-08-C&FC

Agenda Date: May 7, 2008

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 Agreement No. C-58 with Civic Resource Group, LLC)