

TENTATIVE AGENDA
SCOTT COUNTY BOARD OF SUPERVISORS
August 21 - 25, 2017

Tuesday, August 22, 2017

Committee of the Whole - 8:00 am
Board Room, 1st Floor, Administrative Center

- ___ 1. Roll Call: Knobbe, Kinzer, Holst, Beck, Earnhardt

Facilities & Economic Development

- ___ 2. Iowa DOT Agreement on Directional Signs. (Item 2)
- ___ 3. Approving the high bids for tax deed properties from the August 8, 2017 tax deed auction. (Item 3)
- ___ 4. Acceptance of the Sheriff Patrol Headquarters Project. (Item 4)
- ___ 5. Jail Carpet Replacement. (Item 5)
- ___ 6. Plans and Specifications for Courthouse Roof Project. (Item 6)

Human Resources

- ___ 7. Staff appointments. (Item 7)

Health & Community Services

- ___ 8. FY18 County Agreement with the Center for Alcohol & Drug Services, Inc. for Prevention Services. (Item 8)

Finance & Intergovernmental

- ___ 9. FY17 JAG Grant Application. (Item 9)
- ___ 10. InfoTech Security Workshop. (Item 10)
- ___ 11. ECM Project - Phase 2 (Item 11)
- ___ 12. ECM Software Maintenance and Support. (Item 12)

Other Items of Interest

- ___ 13. Update on land use map process.

___ 14. Affirming a safe, welcoming, and diverse community. (Item 14)

___ 15. Adjourned.

Moved by _____ Seconded by _____
Ayes
Nays

Thursday, August 24, 2017

**Regular Board Meeting - 5:00 pm
Board Room, 1st Floor, Administrative Center**

Public Hearing

___ 1. Public hearing relative to plans and specifications for the Courthouse Roof Project.

SCOTT COUNTY ENGINEER'S OFFICE

950 E Blackhawk Trail
Eldridge, Iowa 52848

(563) 326-8640
FAX – (563) 328-4173
E-MAIL - engineer@scottcountyiowa.com
WEB SITE - www.scottcountyiowa.com



JON R. BURGSTRUM, P.E.
County Engineer

ANGIE KERSTEN
Assistant County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mahesh Sharma
County Administrator

FROM: Jon Burgstrum
County Engineer

SUBJ: Iowa DOT Agreement on Directional Signs

DATE: August 10, 2017

The Iowa DOT contacted Scott County in March of 2017 regarding signs on Interstate 80. The signs indicate direction to Scott County Park. The two signs were placed in the '70's prior to when Highway 61 was first opened as a freeway. The Scott County Board of Supervisors sent a letter to the DOT requesting that they leave the signs in place.

The DOT has apparently agreed to leave the signs as is until such time that they need replacing as determined by the DOT.

Our choice appears to be that Scott County approves the agreement in which case the signs will stay in place as long as they last. Or, not approve the agreement and the DOT will remove the signs.

**IOWA DEPARTMENT OF TRANSPORTATION
Cooperative Agreement**

County	<u>Scott</u>
Project No.	<u>None</u>
Iowa DOT	
Agreement No.	<u>2018-16-001</u>
Staff Action No.	<u>N/A</u>

This Agreement is entered into by and between the State of Iowa, Iowa Department of Transportation hereinafter designated "DOT", and Scott County, Iowa, a Local Public Agency, hereinafter designated "LPA," in accordance with Iowa Code sections 28E, 306, 306A and 313.4 as applicable:

WHEREAS, there are two directional signs for Scott County Park located on eastbound and westbound I-80 in advance of the junction with U.S. 61 which were placed prior to the establishment of U.S. 61 as a freeway. Scott County Park has guide signs along US 61, therefore the directional signs on I-80 are considered "trailblazing". DOT practice does not allow trailblazing signs on a freeway from one system to another. The DOT recognizes that the directional signs have been allowed to remain in place at the LPA's request.

THEREFORE,

1. The DOT agrees to allow the directional signs to remain in place until such time the DOT determines that they must be removed for roadway improvement purposes, or until the signs are in need of repair or replacement at which time they will be removed. Repair or replacement of the directional signs will not be performed or permitted. See Exhibit A for sign location and details.
2. It is the intent of both (all) parties that no third party beneficiaries be created by this Agreement.
3. If any section, provision, or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional, except to the extent that the original intent of the Agreement cannot be fulfilled.
4. This Agreement may be executed in two counterparts, each of which so executed shall be deemed to be an original.
5. This Agreement, as well as the unaffected provisions of any previous agreement(s), addendum(s), and/or amendment(s); represents the entire Agreement between the LPA and DOT regarding this project. Any subsequent change or modification to the terms of this Agreement shall be in the form of a duly executed Addendum to this Agreement.

IN WITNESS WHEREOF, each of the parties hereto has executed Agreement No. 2018-16-001 as of the date shown opposite its signature below.

BOARD OF SUPERVISORS OF SCOTT COUNTY:

By: _____ Date _____, 20____.
Chairperson

ATTEST:

By: _____
County Auditor

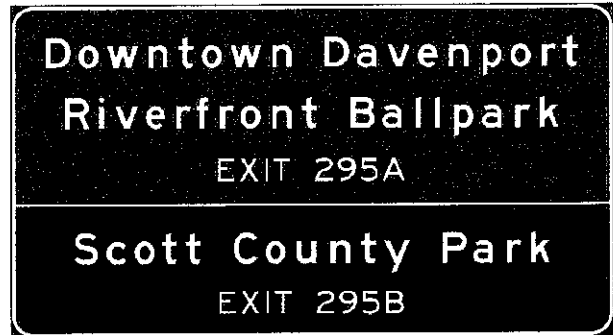
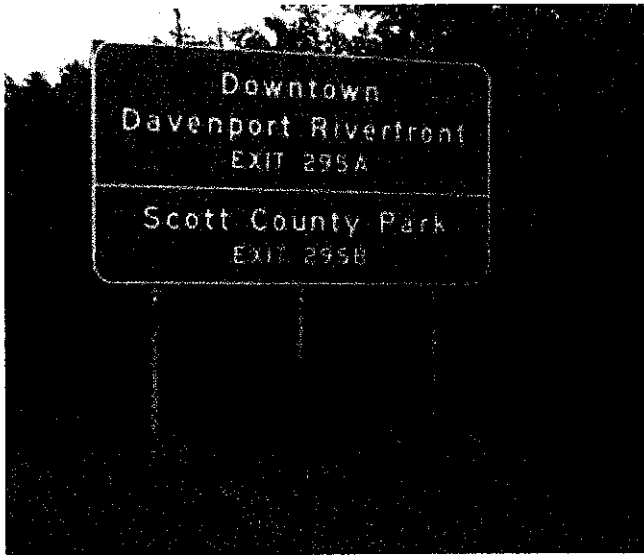
IOWA DEPARTMENT OF TRANSPORTATION:

By: _____ Date _____, 20____.
James R. Schnoebelen
District Engineer
District 6

Mile Post 294.95, Eastbound

Existing

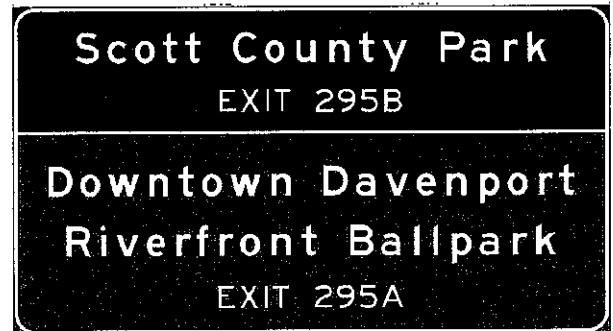
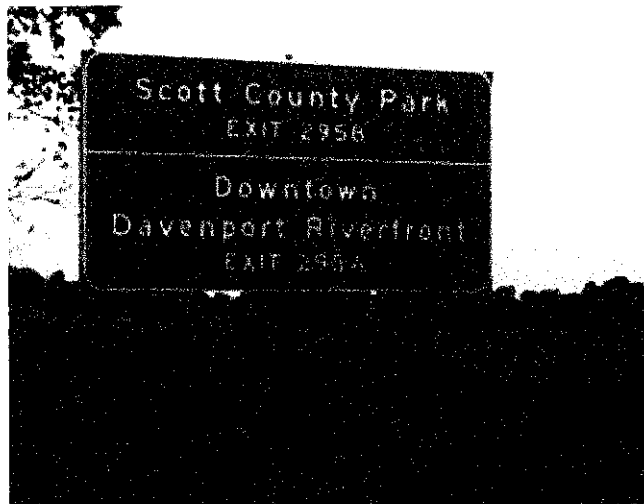
Proposed



Mile Post 296.39, Westbound

Existing

Proposed



THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT
THIS RESOLUTION HAS BEEN FORMALLY APPROVED BY
THE BOARD OF SUPERVISORS ON _____
DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

AUGUST 24, 2017

APPROVAL OF AGREEMENT 2018-16-001 BETWEEN THE IOWA DEPARTMENT OF
TRANSPORTATION AND SCOTT COUNTY, IOWA FOR THE SCOTT COUNTY PARK
DIRECTIONAL SIGNS ALONG I-80.

BE IT RESOLVED by the Scott County Board of Supervisors as follows:

Section 1. That the Agreement No. 2018-16-001 between the Iowa
Department of Transportation and Scott County, Iowa for the Scott
County Park Directional Signs to remain in place until such time
that the DOT determines they must be removed for roadway
improvement purposes, be approved.

Section 2. That the Chairman be authorized to sign the Cooperative
Agreement 2018-16-001 on behalf of the Board.

Section 3. That this resolution shall take effect
immediately.

PLANNING & DEVELOPMENT

600 West Fourth Street
Davenport, Iowa 52801-1106
Office: (563) 326-8643
Planning@scottcountyiowa.com



Timothy Huey
Director

To: Mahesh Sharma, County Administrator

From: Timothy Huey, Planning Director

Date: August 14, 2017

Re: Approval of high bidders from the August 9, 2017 tax deed auction.

Scott County policy on disposition of tax deed parcels is for the Board to approve the high bids following the auction. The attached Exhibit A lists the high bids and bidders for the all 13 parcels that were auctioned on August 9, 2017. The total proceeds of the tax deed sale were \$16,795.

The county policy on the auction is that payment in full is expected on the day of the auction for parcels selling up to \$250. For parcels selling for greater amount, a cash payment of 10% of the sale price is required with the balance due within five working days of the auction. If the balance is not paid the sale is voided and the deposit is forfeited. All of the sales have been paid in full.

Approval of these high bids allows quit claim deeds to be prepared and recorded to transfer title to the new owners.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT THIS RESOLUTION HAS BEEN FORMALLY APPROVED BY THE BOARD OF SUPERVISORS ON _____ DATE _____ _____ SCOTT COUNTY AUDITOR
--

R E S O L U T I O N
SCOTT COUNTY BOARD OF SUPERVISORS
August 24, 2017
APPROVING THE HIGH BIDS FOR TAX DEED PROPERTIES FROM THE
AUGUST 8, 2017 TAX DEED AUCTION

BE IT RESOLVED by the Scott County Board of Supervisors as follows:

- Section 1. That the Board of Supervisors held a public hearing on July 13, 2017 to set the date of August 8, 2017 for the public auction of certain tax deed parcels.

- Section 2. That the Board approves the high bids shown on the attached Exhibit A for those tax deed parcels.

- Section 3. That the Board Chairman and Auditor are authorized to sign the Quit Claim Deeds transferring the properties listed on the attached Exhibit A. The Planning and Development is directed to record the Quit Claim Deeds and forward them to the new owners.

- Section 4. This resolution shall take effect immediately.

EXHIBIT A

<u>Property (Parcel ID)</u>	<u>Bidder</u>	<u>Amount</u>	<u>Grantee</u>
E0019-26A	Renee Simmons	\$10.00	Renee Simmons
F0035-09	Miguel Adame	\$60.00	Miguel Adame
G0012-31	House of the Lord Mission, Inc.	\$1,250.00	House of the Lord Mission, Inc.
G0021-12	Delman Weber	\$1,000.00	Delman Weber
G0046-24	Catherine Schnell	\$10.00	Catherine Schnell
G0052-34A	Joseph Causey	\$10.00	Joseph Causey
G0064-14	Thomas Bullock	\$1,250.00	Thomas Bullock
H0022-08	James Gross	\$4,500.00	James Gross
H0056-56	John Tucker	\$20.00	John Tucker
H0061-04	Thomas Bullock	\$125.00	Thomas Bullock
K0012-20	Jack Ayers	\$4,500.00	Jack Ayers
K0018-22	Thomas Bullock	\$4,000.00	Thomas Bullock
L0016-20A	Ranail Mays	\$60.00	Ranail Mays

\$16,795.00

Facility & Support Services

600 West Fourth Street

Davenport, Iowa 52801

(563) 326-8738 (Voice)

(563) 328-3245 Fax



~ Our Promise: Professional People, Solving Problems, High Performance

August 10, 2017

TO: Mahesh Sharma
County Administrator

FROM: Tammy Speidel, Director
Facility & Support Services

SUBJ: Sheriff Patrol- Approval of Building Acceptance

Construction work at the new location was substantially complete on April 28, 2017. The architect and mechanical engineer prepared a short punch list of items that needed correction, and the contractor has worked to complete the majority of the items on the list. They have been responsive to calls for service for items under warranty and we feel that the few items remaining on the list will be taken care of. The contractor and architect are working to prepare a pay application to reduce the amount being held as retainage. We will continue to hold a small amount until the few items left on the punch list have been completed.

As a matter of procedure, the Scott County Board of Supervisors should pass a resolution accepting the building project, and it is my recommendation that they do so.

I will be available at the next Committee of the Whole to answer any questions you or the Board may have.

CC: FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

A RESOLUTION APPROVING THE ACCEPTANCE OF THE SHERIFF PATROL
HEADQUARTERS PROJECT.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the substantial completion date of April 28, 2017 is hereby approved.
- Section 2. That the Sheriff Patrol Headquarters Project and work of Conlon Construction is hereby accepted.
- Section 3. This resolution shall take place immediately.

Facility and Support Services

600 West 4th Street

Davenport, Iowa 52801-1003

fss@scottcountyiaowa.com

(563) 326-8738 Voice (563) 328-3245 Fax



August 15, 2017

To: Mahesh Sharma
County Administrator

From: Tammy Speidel, Director
Facility and Support Services

Subj: Jail Carpet Replacement Project

Facility and Support Services has obtained bids for the fiscal year 2018 carpet replacement project. This project is the second phase of a multi-year project, the same carpet tile product that was installed last fiscal year will be used again.

FSS staff, along with jail staff evaluated space and determined that the female housing unit (F4), dorm unit (F3), flex housing, an interview room located in general population (GP4) and one classroom (S201) are the highest priority for replacement purposes.

VENDOR	COST
Flooring America	\$25,049.00
Northwest Carpet One	\$39,377.00
Paragon Commercial Interiors Inc	\$27,739.66

The above cost is within the budgeted amount and I recommend awarding the bid to Flooring America.

I plan to be at the next Committee of the Whole meeting to answer any questions you or the Board may have.

CC: Sheriff Lane
Major Schmidt
Captain Burnett
FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
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APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

A RESOLUTION APPROVING THE AWARD OF BID FOR JAIL CARPET
REPLACEMENT TO FLOORING AMERICA IN THE AMOUNT OF \$25,049.00.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the bids for the Jail carpet replacement are hereby approved and awarded to Flooring America in the amount of \$25,049.00.
- Section 2. This resolution shall take effect immediately.

Facility & Support Services

600 West Fourth Street
Davenport, Iowa 52801
(563) 326-8738 (Voice) (563) 328-3245 Fax



~ Our Promise: Professional People, Solving Problems, High Performance

August 10, 2017

To: Mahesh Sharma
County Administrator

From: Tammy Speidel, Director
Facility and Support Services

Subj: Approval of plans and specifications- Courthouse Roof Project

As you are aware, Bracke- Hayes- Miller- Mahon, Architects was selected to complete the design process for the project listed above. This project replaces the current roof, which has exceeded the life expectancy; we believe it to be 30 plus years old. It also removes some abandoned HVAC equipment and old radio equipment as part of the project.

Mark Miller will be at the August 22, 2017 Committee of the Whole for a presentation of the project and to answer any questions the Board may have. Bids for this project will be due back on August 31, 2017.

This project requires a public hearing to allow for comments on the plans and specifications; I recommend that the Board set that public hearing for August 24, 2017 at 5:00 p.m. Approval of the plans and specifications will follow on the agenda that same evening.

This project is budgeted in the Capital Improvement Plan the total the amount of \$300,000.00.

I will be in attendance at the next Committee of the Whole to discuss this project and answer any questions you or the Board may have.

CC: FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

A RESOLUTION APPROVING CONSTRUCTION PLANS AND SPECIFICATIONS FOR
THE COURTHOUSE ROOF PROJECT AS PREPARED BY BRACKE-HAYES-MILLER-
MAHON ARCHITECTS

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the plans and specifications as prepared by Bracke-Hayes-
Miller- Mahone for the Courthouse roof project are hereby approved.
- Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

APPROVAL OF STAFF APPOINTMENTS

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The hiring of Alyson Haglund for the position of Data Clerk / Receptionist in the Attorney's Office at the entry level rate.

Section 2. The hiring of Jeffrey Lightle for the position of Jail Custodian/Correction Officer in the Sheriff's Office at the entry level rate.

Section 3. The hiring of Tia Weigandt for the position of Child Health Consultant in the Health Department at the entry level rate.



Scott County Health Department

600 W. 4th Street | Davenport, IA 52801-1030 | P. 563-326-8618 | F. 563-326-8774
health@scottcountyiowa.com | www.scottcountyiowa.com/health

Item #8
8/22/17

August 15, 2017

To: Mahesh Sharma, County Administrator
From: Edward Rivers, Director

RE: FY18 County Agreement with the Center for Alcohol & Drug Services, Inc. for Prevention Services

The County Agreement with the Center for Alcohol & Drug Services, Inc. (CADS) that was brought to the Board of Supervisors for signature in May 2017 did not include the dollars that the Board provides to CADS for Prevention Services. At that time, the County Substance Abuse Prevention Contract from the Iowa Department of Public Health had not been received.

Since that time, the Contract has been received and signed, and a subcontract with CADS has been developed and approved by the Iowa Department of Public Health, as required by Contract. This Contract includes the \$30,000 of County Dollars that leverage the \$10,000 from the Iowa Department of Public Health.

I would ask that the Subcontract be placed on the August 24, 2017 Committee of the Whole Agenda for review and discussion.

BOARD OF SUPERVISORS

Administrative Center
600 West 4th Street
Davenport, Iowa 52801
Office: 563-326-8749
Fax: 563-328-3285
E-mail: board@scottcountyiowa.com
www.scottcountyiowa.com



CONTRACT #: 64048-38A-CADS18

PROJECT TITLE: County Substance Abuse Prevention Services

PROJECT PERIOD: July 1, 2017 through June 30, 2018

CONTRACT AMOUNT: \$40,000

CONTRACT PERIOD: July 1, 2017 through June 30, 2018

FUNDING SOURCE:

COUNTY: \$30,000.00
STATE: \$10,000.00

CONTRACT ADMINISTRATOR INFORMATION:

NAME/TITLE: Joseph P. Cowley, President/CEO
PHONE: 563-332-8974
FAX: 563-336-8826
E-MAIL: jcowley@cad-s-ia.com

CONTRACTOR: Center for Alcohol & Drug Services, Inc.
1523 S. Fairmount
Davenport, IA 52802

The Contractor agrees to perform the work and to provide the services described in the Special Conditions for the consideration stated herein and all other contract provisions for the County Substance Abuse Prevention funding. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions, Iowa Department of Public Health General Conditions, Iowa Department of Public Health Request for Proposal and Scott County’s Application.

The Contractor has reviewed and agrees to the General Conditions effective July 1, 2016 as posted on the Iowa Department of Public Health’s Web site under *Funding Opportunities*: www.idph.state.ia.us or as available by contacting Teri Arnold at (563) 326-8618 ext. 8809. The contractor specifies no changes have been made to the Special Conditions or Iowa Department of Public Health General Conditions.

The parties hereto have executed this contract on the day and year last specified below.

For and on behalf of the County:

For and on behalf of the Contractor:

By: _____
Carol Earnhardt Chair
Scott County Board of Supervisors

By: _____
Joseph P. Cowley, President/CEO
Center for Alcohol & Drug Services, Inc.

Date: _____

Date: _____

Special Conditions for Contract # 64048-38A-CADS18

Article I- Identification of Parties:

This contract is entered into by and between the Scott County Board of Supervisors hereinafter referred to as the COUNTY and the Center for Alcohol & Drug Services, Inc. hereinafter referred to as the CONTRACTOR. The CONTRACTOR is a licensed and accredited substance abuse agency located in Scott, County, Iowa. The Iowa Department of Public Health is referred to as the STATE.

Article II - Designation of Authorized County Official:

Carol Earnhardt, Chairman of the Scott County Board of Supervisors, is the Authorized County Official for this contract. Any changes in the terms, conditions, or amounts specified in this contract must be approved by the Authorized County Official. Negotiations concerning this contract should be referred to Edward Rivers at (563) 326-8618.

Article III - Designation of Contract Administrator:

Joseph P. Cowley has been designated by the CONTRACTOR to act as the Contract Administrator. This individual is responsible for financial and administrative matters of this contract. Negotiations concerning this contract should be referred to Joseph P. Cowley at (563) 332-8974.

Article IV-Key Personnel for Project Implementation

The following individual(s) shall be considered key personnel for purposes of fulfilling work and services of this contract:

County Personnel

Name	Title	E-mail address
Carol Earnhardt	Chairman	board@scottcountyiowa.com
Edward Rivers	Health Director	health@scottcountyiowa.com
Amy Thoreson	Deputy Health Director	amy.thoreson@scottcountyiowa.com
Teri Arnold	Administrative Office Assistant/Fiscal Officer	teri.arnold@scottcountyiowa.com

Contractor Personnel

Name	Title	E-mail address
Joseph P. Cowley	President/CEO	jcowley@cads-ia.com
Janet Rector	Director of Quality Services	jrector@cads-ia.com
Kurt Streicher	Vice-President/CFO	kstreicher@cads-ia.com

The Contractor shall notify the COUNTY within ten (10) days of any change of Contract Administrator or Key Personnel.

Article V - Statement of Contract Purpose:

To provide substance abuse prevention services in Scott County not currently being funded by any other state or federal funds.

Article VI - Description of Work and Services:

In compliance with the COUNTY and STATE approved work/action plan for FY2018 (Attachment 1), the CONTRACTOR shall provide substance abuse prevention and related services that are not currently funded by any other state or federal funds and that will include only:

- Substance Abuse Education Services;
- Substance Abuse Prevention Services;
- Substance Abuse Referral Services; and/or
- Substance Abuse Post-treatment Services.

NOTE: These funds may not be used for out-of-state travel, out-of-state speakers, promotional items, t-shirts, banners, incentives, subscriptions, dues or certification costs. No meals for project participants other than light refreshments such as non-alcoholic beverages, vegetables, crackers/chips, etc.

Article VII – Performance Measure

CONTRACTOR shall meet the FY2018 work plan goals and objectives as submitted and approved by the COUNTY and STATE.

A disincentive totaling five percent (5%) of the state contractual amount shall be withheld from the first and second quarterly claims. The monies will be released upon confirmation that the goals and objectives were met.

Article VIII - Reports:

The CONTRACTOR shall prepare and submit the following reports to the COUNTY on forms provided by the COUNTY:

Report	Date Due
Semi-Annual Progress Report	January 19, 2018
Quarterly Expenditure Workbook	July-September 2017 expenses due November 1, 2017
	October-December 2017 expenses due January 31, 2018
	January-March 2018 expenses due May 2, 2018
	April-June 2018 (Final) expenses due July 20, 2018
Year End Report	July 20, 2018

* All reports should be signed by key personnel using non-black ink.

Reports shall be sent to:

Scott County Health Department
600 West 4th Street
Davenport, Iowa 52801-1030
E-mail: health@scottcountyiowa.com

Article IX - Budget:

Category	STATE Budget	COUNTY Budget
Salary/Benefits	\$10,000.00	\$30,000.00

The CONTRACTOR shall receive written approval from the COUNTY prior to spending the final three (3) percent of total funds awarded.

Article X - Payments:

1. The COUNTY provides contractual payments on the basis of reimbursement of actual expenses in accordance with Iowa Code 8A.514.
2. The COUNTY will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services.
 - a. Instate maximum allowable amounts for food are \$8.00/breakfast, \$12.00/lunch and \$23.00/dinner; lodging maximum \$98.00 plus taxes per night and mileage maximum of \$0.39 per mile.
 - b. These funds may not be used for out-of-state travel.
3. It is mutually understood and agreed upon that the CONTRACTOR will ensure:
 - a. Invoices are submitted to the COUNTY for expenses incurred during each quarter only, as per contract language;
 - b. Expenses are submitted to the COUNTY for review/approval **each quarter** (also applies if \$0 expended); and
 - c. Quarterly expenses forwarded to the COUNTY reflect only actual expense incurred and shall be reported in approved budget line items as shown in **Article IX**.
4. The COUNTY will reimburse the CONTRACTOR for expenditures at a rate not to exceed the percentage that the contract amount represents of the total budget (excluding soft match).
5. Final payment may be withheld until all contractually required reports have been received and accepted by the COUNTY. At the end of the contract period, unobligated STATE contract amount funds shall revert to the STATE and unobligated COUNTY amount funds shall revert to the COUNTY.

Article XI – Additional Conditions

1. As a condition of the contract, the CONTRACTOR shall assure linkage with the local board of health. The CONTRACTOR will assure that the local board of health has been actively engaged in planning for, and evaluation of, services. It will also maintain effective linkages with the local board of health, including timely and effective communications and ongoing collaboration.
2. Federal and State funds made available under this contract shall be used to supplement and increase the level of state, local and other non-federal funds that would in the absence of such Federal and State funds be made available for the programs and activities for which funds are provided and will in no event take the place of state, local and other non-federal funds.

3. The disbursement of funds under this contract is contingent upon the continued availability of COUNTY and STATE funds.
4. Any use of the STATE'S name, logo, or other identifier must have prior written approval from the STATE.
5. All work plan revisions must be approved by the COUNTY prior to implementation. Requests for Description of Work or Services revisions must be received by the COUNTY on or before April 20, 2018
6. CONTRACTOR shall allow COUNTY, STATE, and any of their duly authorized representatives to have access, for the purpose of audit and examination, to any documents, papers, and records of the CONTRACTOR pertinent to this contract.
7. The parties to this agreement shall attempt to mediate disputes which arise under this agreement by engaging in mediation with a mutually-agreed upon mediator. Each party shall bear 50% of the costs of such mediation. In the event the parties are unable to reach agreement, the parties shall submit their dispute to binding arbitration by a board of arbitration as provided for in Iowa Code section 679A.19.
8. Scott County shall be named as an additional insured under the comprehensive liability policy maintained by CADS and providing minimum coverage of \$1 million. A copy of the certificate of insurance shall be on file in the Office of the County Administrator.
9. CADS shall hold harmless from and indemnify Scott County against all claims, suits, actions, costs, attorney fees, expenses, damages, judgments, or decrees, incurred by any reason of any person or persons or property being damaged or injured by CADS or any agent or employee of CADS.
10. CADS shall comply with all applicable laws and regulations pertaining to its operation, and shall not discriminate in providing services on the basis of race, color, creed, national origin, sex, handicapping conditions or religious affiliation.
11. None of the funds provided through this Contract shall be used for any partisan political activity nor shall they be used to further the election of any candidate for political office.

FY2018 Work Plan

Goal 1: To increase perception of harm related to use and misuse of alcohol. Baseline measure: 71% of all grades perceived moderate to great risk, Iowa Youth Survey 2014, C9.	
Objective 1	Activities
By June 30, 2018, conduct presentations to a minimum of 250 parents or school personnel with 75% of 250 participants increasing or maintaining their perception of harm related to use and misuse of alcohol.	<ul style="list-style-type: none"> a. Present at PTA/PTO meetings, as requested by schools, to provide information on alcohol issues. b. Through school events (school registration, parent meetings, or open house), staff will inform the public on science-based or community-based prevention programs.
Objective 2	Activities
By June 30, 2018, conduct presentations to a minimum of 300 people with 75% of 300 participants increasing or maintaining their perception of harm related to use and misuse of alcohol.	<ul style="list-style-type: none"> a. Participate in community health fairs, as requested, for local employers, agencies and businesses to provide information on alcohol issues. b. Conduct one-time presentations to community groups such as city councils, board of health, county planning councils, business associations, and service clubs about substance abuse and the potential risk and consequences. c. Through community meetings, staff will inform the public on science-based or community-based prevention programs.
Goal 2: To reduce 30 day use of marijuana. Baseline measure 6% of Scott County students in grades 6,8 and 11 report marijuana use in the past 30 days, Iowa Youth Survey 2014, B16.	
Objective 3	Activities
Conduct the curriculum Aggression Replacement Training-ART to high risk and indicated populations. By June 30, 2018, 75% of 50 participants surveyed on pre-post tests will have increased or maintained their perception of harm related to marijuana use.	<ul style="list-style-type: none"> a. Meet weekly with at-risk youth at an alternative high school, serving three of the four school districts, to conduct the evidence based curriculum, Aggression Replacement Training-ART. b. Conduct pre/post tests at the end of each 10 week cycle.
Objective 4	Activities
Conduct skill building sessions with youth at high risk and indicated populations. By June 30, 2018, 75% of 100 participants surveyed on pre-post tests will have increased or maintained their perception of harm related to marijuana use.	<ul style="list-style-type: none"> a. Co-facilitate at least 10 skill-building sessions regarding prevention of high risk behaviors and marijuana use with representatives of other community agencies such as but not limited to Scott County Juvenile Court Services and Family Resources Youth Alternative Program. b. Meet monthly with indicated population in Scott County Detention to facilitate skill building sessions and educate on harm related to marijuana use.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

APPROVAL OF FY2018 CONTRACTUAL AGREEMENT BETWEEN THE CENTER FOR
ALCOHOL & DRUG SERVICES, INC. (CADS) AND SCOTT COUNTY

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the FY2018 Contractual Agreement between the Center for Alcohol & Drug Services, Inc. (CADS) and Scott County for reimbursement for prevention services on a monthly basis to include a detailed accounting of actual expenses is hereby approved in the amount of \$40,000.
- Section 2. That the chairman is hereby authorized to sign said agreement.
- Section 3. This resolution shall take effect immediately.

TIM LANE
Scott County Sheriff

Item #9
8/22/17

SHAWN ROTH
Chief Deputy Sheriff



BRYCE SCHMIDT
Chief Deputy Sheriff

EMERGENCY 9-1-1
(563) 326-8625
(563) 326-8689 (FAX)

400 West 4th Street
Davenport, Iowa 52801-1104

www.scottcountyiowa.com/sheriff
sheriff@scottcountyiowa.com

DATE: August 22, 2017
TO: Board of Supervisors
SUBJECT: FY17 JAG Grant Application

The Scott County Sheriff's Office will be submitting a grant on or before September 5, 2017 to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2017 Local Solicitation. Scott County is eligible for \$84,249 which is a joint allocation between Scott County, Bettendorf and Davenport.

This grant supports the Hotel/Motel Interdiction unit (HIDE) of the Quad City Metropolitan Enforcement Group (QCMEG) providing drug trafficking enforcement in the Quad Cities. Officers assigned to the HIDE are a combination from the Bettendorf and Davenport Police Department and the Scott County Sheriff's Office. Currently, the Davenport Police Department does not have an officer assigned. Each agency submits documentation of officer's salaries, benefits and partial overtime to the County for reimbursement. The County submits quarterly and annual reports to the Office of Justice Programs.

The Scott County Sheriff's Office serves as the multi-agency fiscal officer. JAG awards are based on a formula between population and reported crime statistics.

The grant requires notification to the governing body, Board of Supervisors, in a public format as well as a Memorandum of Understanding for the joint application which is signed by an authorized representative from each jurisdiction. This is to ensure that only one application is submitted. If the grant is denied, then the application will be withdrawn.

Upon your resolution to accept the applicable award from JAG, the Scott County Sheriff's Office will continue with the grant management process.

NOTE: You must click on the "Accept" button at the bottom of the page before closing this window



OMB APPROVAL NUMBER
1121-0140

EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

OFFICE OF JUSTICE PROGRAMS

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the Office of Justice Programs (OJP), U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any OJP decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by OJP based on the application--
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by OJP based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 815(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d(c)); section 1407(e) of the Victims of Crime Act of 1984 (42 U.S.C. § 10604(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (42 U.S.C. § 13925(b)(13)) also may apply;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
 - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by OJP based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), and 46 (human subjects protection).

(6) I assure that the Applicant will assist OJP as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by OJP based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by OJP based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 42 U.S.C. § 3795a), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by the Department, including by OJP and by the Department's Office of the Inspector General.

Accept

NOTE: You must click on the "Accept" button at the bottom of the page before closing this window

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER**

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written

determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Accept

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

APPROVAL OF AN APPLICATION FOR A GRANT FROM THE EDWARD BYRNE
MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM THROUGH THE U.S.
DEPARTMENT OF JUSTICE (DOJ) IN THE SHERIFF'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the Board hereby approves application for a grant from the Department of Justice (JAG) Program in the Sheriff's Office to support the Quad City Metropolitan Enforcement Group (QCMEG).
- Section 2. That, if accepted, the Board approves receipt of such funding.
- Section 3. That the Chair is approved to sign such application.
- Section 4. This resolution shall take effect immediately.

INFORMATION TECHNOLOGY

400 West Fourth Street
Davenport, Iowa 52801-1104

Ph: (563) 328-4100 Fax: (563) 326-8669
www.scottcountyiowa.com



August 15, 2017

To: Mahesh Sharma, County Administrator
From: Matt Hirst, Information Technology Director
Subject: InfoTech Security Workshop

In March of this year, Scott County Information Technology recommended and the Board of Supervisors approved a contract for an IT research and advisory membership with InfoTech Research Group.

The contract from InfoTech provides Scott County IT one (1) year access to InfoTech IT research content and advisors in addition to access to additional ad hoc services.

The research and advisory membership from InfoTech includes:

- Guided technology implementations
- Technology purchase optimization
- Technology strategy and leadership best-practice toolkits
- Technology management and governance best-practice toolkits
- Vendor evaluations
- Applications and infrastructure best-practice toolkits.

At this time, Scott County IT has solicited a proposal from InfoTech to facilitate a Security Workshop, an ad hoc service available as part our membership. The purpose of the Workshop is to evaluate existing information security practices currently implemented at the County and to define a strategic information security roadmap to address identified issues.

It is recommended that the Board authorize the IT Director to sign a Security Workshop SoW with the InfoTech Research Group as detailed in the attached proposal in an amount not to exceed \$19,058. Monies are available in the IT department budget to pay for this service.

Notes:

- This proposal is quoted at GSA contract rate.
- InfoTech membership is required to access these services.

The Security Workshop proposal from InfoTech Research Group for these services is attached.

Enc. (1)

Information Security Workshop for: **Scott County Iowa**

Prepared on: May 11th, 2017

Prepared for: Matt Hirst, SCOTT COUNTY IOWA

Prepared by: Alan Neal
Sr. Product Manager, Infrastructure & Security
Info-Tech Research Group Inc.

3960 Howard Hughes Parkway
Suite 500
Las Vegas, Nevada
89169

Information Security Strategy Workshop as part of Special Item Number 132-51 – Information Technology (IT) Professional Services per GSA Schedule 70, Info-Tech Research Group Inc. Contract Number GS-35F-298GA



INSIDE THIS STATEMENT OF WORK

INSIDE THIS STATEMENT OF WORK.....2
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A. EXECUTIVE SUMMARY

INFORMATION SECURITY OPPORTUNITIES BACKGROUND

Info-Tech Research Group Inc. provides research, advisory and professional services to IT organizations. We have over 5,000 member organizations and 30,000+ paying IT members from whom to draw insight and best practices.

Info-Tech has outlined our understanding and approach throughout this document. Based on the information provided through our discussion, and our experience of assessing and implementing information security strategies for IT organizations, our team is positioned to help facilitate a world class operations information security workshop for Scott County Iowa to establish its strategic information security roadmap.

Our proposed project approach will be leveraging our Information Security Workshop framework to protect your organization's information by building and implementing a comprehensive security strategy and roadmap.

The approach and our team focus on a practical approach to realizing the goals you have established, namely on how to:

- Understand the value of good security practices
- Define the security obligations, scope, boundaries, and current security capabilities & maturity
- Develop a target security stated based on Scott County Iowa's security risk profile and identify top security initiatives
- Assess the effort needed for security initiatives and identify Scott County Iowa's readiness to implement those initiatives to develop a feasible implementation plan
- Build a security roadmap, action plan, and communication plan to implement the security strategy
- Develop metrics and key performance indicators to measure progress and success of the security campaign

To achieve these goals, our team will work with your team during the engagement to:

- Establish Scott County Iowa's Information security strategic roadmap for the next 24-36 months
- Implement your security strategy and roadmap by providing customize strategic tools and templates
- Reflect generally accepted industry best practices and pragmatic experience from similar companies

We are confident that, combined with the high quality of the research Info-Tech performs, our proven structured approach, and experienced project team we will provide the best value to Scott County Iowa.

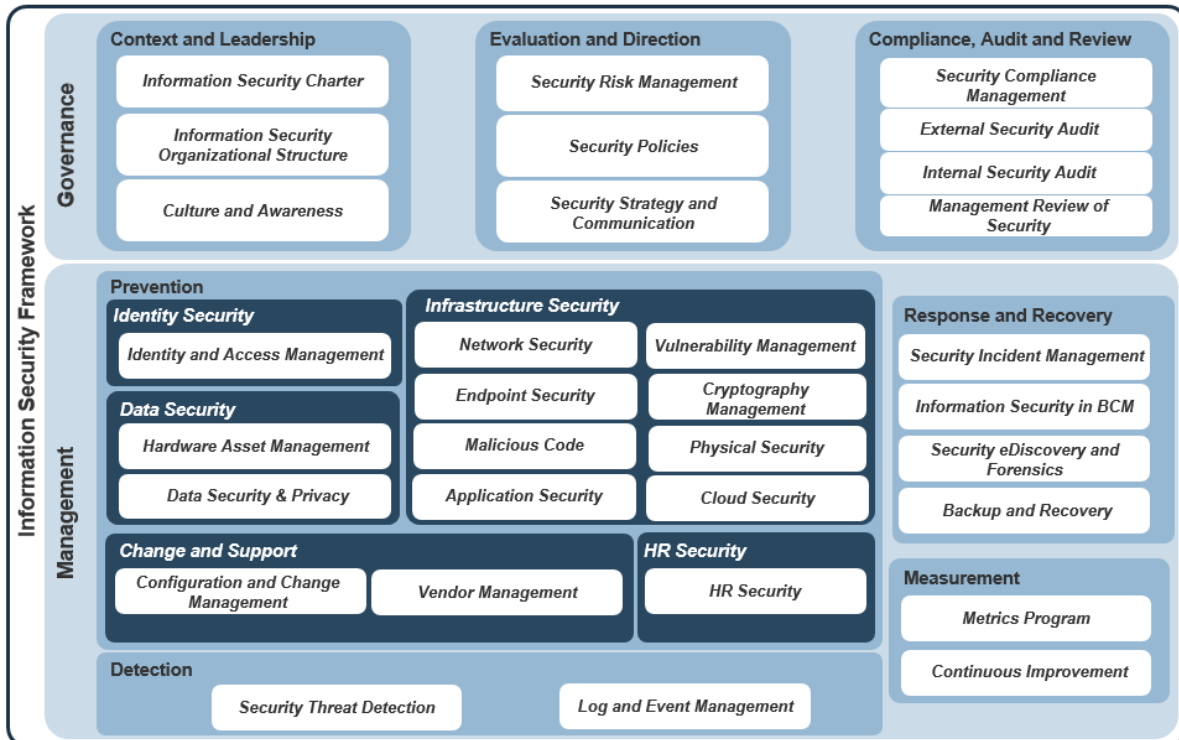
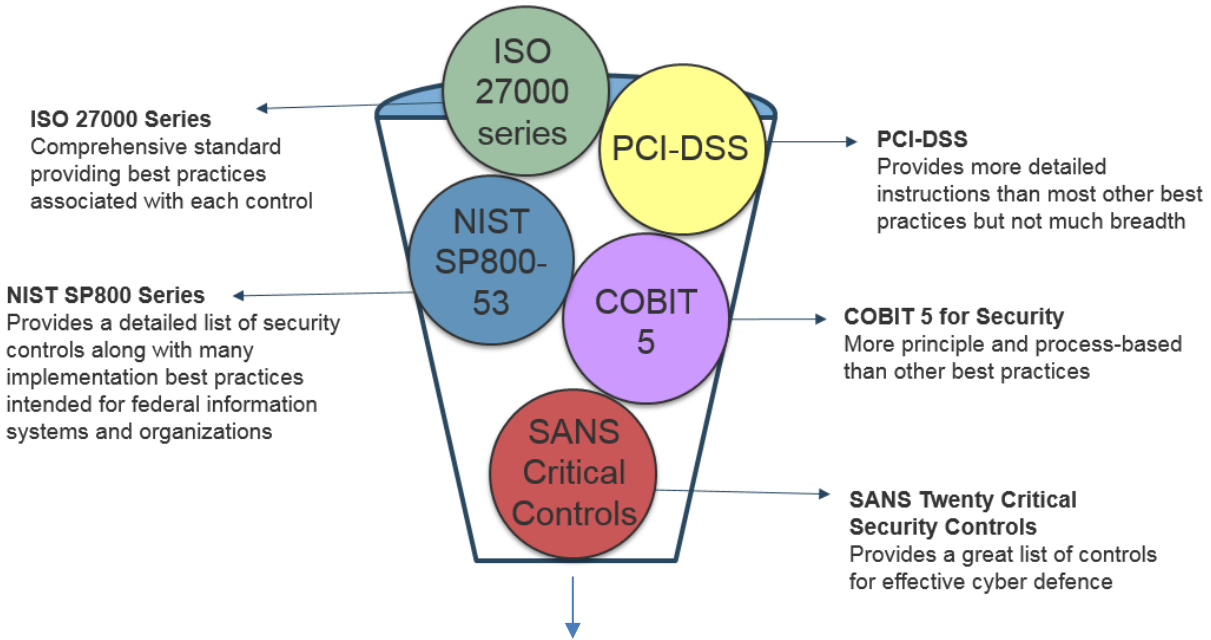
INVESTMENT SUMMARY

The scope and approach outlined in this Statement of Work will be delivered over **1 Week** for **\$14,357.68 USD**, excluding applicable expenses. This Workshop and subsequent fees are based on GSA Schedule 70, Info-Tech Research Group SIN 132-51 IT Professional Services, GSA Contract Number GS-35F-298GA. Based on our experience with similar initiatives, we are confident that we can deliver a highly successful project for this amount and within this timeframe.

B. METHODOLOGY, TIMELINE & DELIVERABLES

INFO-TECH’S INFORMATION SECURITY FRAMEWORK

Info-Tech’s Information Security framework integrates several industry standards to create a best of breed approach:



ON-SITE APPROACH OVERVIEW

Our methodology utilizes a structured, four-stage framework to enable an inclusive approach to creating an Information Security strategic plan:

Specifically, Info-Tech will work with Scott County Iowa on the following items:

Phases:	Assess security requirements	Perform a gap analysis	Develop Gap Initiatives	Plan the Transition & Communicate the Security Strategy
Duration*	1 day	1 day	1 day	1 day on-site 1 day off-site
<i>* Activities across phases may overlap to ensure a timely completion of the engagement</i>				
Projected Activities	<ul style="list-style-type: none"> ▪ Introduce Security Management ▪ Understand business and IT strategy and plans ▪ Define Business, Compliance, and Customer Security Obligations ▪ Define the Organizational Risk Tolerance Level ▪ Establish the Organizational Security Risk Profile 	<ul style="list-style-type: none"> ▪ Assess Current Security Capabilities ▪ Review Penetration Test Results (Optional) ▪ Analyze the Organizational Security Risk Profile ▪ Define the Target Security Governance, Management, and Measurement Future State ▪ Conduct Gap Analysis 	<ul style="list-style-type: none"> ▪ Identify Security Gaps ▪ Build Initiatives to Bridge the Gap ▪ Estimate the Resources Needed ▪ Prioritize Gap Initiatives based on Cost, Time, and Alignment with Business ▪ Build Effort map ▪ Determine Start Times and Accountability 	<ul style="list-style-type: none"> ▪ Finalize Security Roadmap and Action Plan ▪ Create a Change and Communication Plan <p>If time permits, one or more of the following can be completed:</p> <ul style="list-style-type: none"> ▪ Build a Security Charter ▪ Build the Security Program Organizational Structure ▪ Develop a Metrics Program ▪ Develop a Security Services Catalog
Projected Deliverables	<ul style="list-style-type: none"> ▪ Security Obligations Statement ▪ Security Scope, Boundaries, and Responsibilities Statement ▪ Defined Risk Tolerance Level ▪ Defined Security Pressure Posture 	<ul style="list-style-type: none"> ▪ Security Capabilities and Performance Report ▪ Security Future State Established 	<ul style="list-style-type: none"> ▪ Future State-Current State Gap Analysis ▪ Documented Initiatives to Close Gaps ▪ Estimated Effort Needed and Documented ▪ Budget & Resource Readiness Analysis 	<ul style="list-style-type: none"> ▪ Security Roadmap ▪ Change and Communication Plan ▪ Security Strategy and Roadmap Deck <p>Other Potential Deliverables:</p> <ul style="list-style-type: none"> ▪ Security Charter ▪ Security Program Organizational Structure ▪ Metrics Program ▪ Security Services Catalog

INFORMATION SECURITY CREATION FRAMEWORK WORK PRODUCTS

The Security Roadmap and Communication Plan is the key deliverable to be produced as a result of this engagement. The engagement will build the foundational pieces to help Scott County Iowa realize their Security Strategy; however implementation and buy-in to the new process will take time and dedicated work. The framework will outline the stages, tools, and templates that will help Scott County Iowa create their Security Roadmap. The strategy will include:

- Establishment of a strategic framework for Scott County Iowa
- Customized strategic tools and templates
- New tools, templates, processes and procedures - customized from best practices- to work in the Scott County Iowa environment

The Report will include an Executive Summary/Briefing in a format to be agreed upon with Scott County Iowa.



C. SCOPE AND ASSUMPTIONS

SCOPE DEFINITIONS

In-Scope – The following activities will be delivered as part of this SOW:

- Delivery of stated deliverables and activities as outlined above

Out-of-Scope – The following activities will not be delivered as part of this SOW:

- Detailed business cases for recommendations
- Detailed work-plans for recommendations and change management/communications
- Detailed governance policies

PROJECT ASSUMPTIONS

- Scott County Iowa will provide a dedicated resource(s) for the entirety of the engagement.
- Scott County Iowa will provide designated Info-Tech personnel access to premises, systems, and documentation as required.
- Scott County Iowa will ensure stakeholders availability for meetings, interviews, or review of material(s) as required by the project.
- Project outputs and deliverables will be based on Info-Tech tools and templates. The Info-Tech tools and templates will be streamlined to ensure effective communication.
- The deliverables created under this SOW as a whole are owned by Scott County Iowa, provided that Scott County Iowa does not resell them or allow them to be resold. Pre-existing components of the deliverables are owned by Info-Tech.
- Info-Tech and its affiliates may use any portion of the deliverables at their discretion, provided that Scott County Iowa’s identity and any confidential information are removed.

LOCATION, DATE & POINT OF CONTACT

The engagement will be conducted over 4 days on site at Scott County Iowa:

400 W 4th St
Davenport, Iowa 52801
United States

Info-Tech Contact:

Alan Neal
Sr. Product Manager, Infrastructure & Security
1-888-670-8889 ext. 3283
aneal@infotech.com

Scott County Iowa Contact:

Matt Hirst
IT Director
1-563-328-3261
mhirst@scottcountyiowa.com

To minimize billable expenses and to facilitate effective staff scheduling, workshop dates must be finalized, and a signed version of this SOW returned to the assigned Info-Tech contact, at least 14 days in advance of the finalized workshop dates. Once this SOW is signed, the above dates are considered final. Changes to finalized workshop dates with less than 14 days’ notice are subject to a rescheduling fee of \$2,500 USD.

D. FEES AND TERMS

The professional fees to complete the engagement as described in this agreement are to be **\$14,357.68 USD** (plus travel expenses).

The fees and terms of the workshop are based off Info-Tech’s current GSA Schedule 70 as per GSA Contract Number GS-35F-298GA, specifically Special Item Number 132-51 – Information Technology (IT) Professional Services.

Scott County Iowa will be invoiced 100% percent of the professional fees (**\$14,357.68 USD**) prior to the delivery of the engagement described in this agreement.

The maximum amount for which Info-Tech or its related entities is liable to Scott County Iowa with respect to services provided under this Statement of Work, for any reason whatsoever including, without limitation, negligence, is Two Million Dollars (\$2,000,000) USD.

IN WITNESS WHEREOF this agreement has been entered into by the parties hereto as of _____.

Info-Tech Research Group Inc.
("Info-Tech")

Scott County Iowa

Authorized signature

Authorized signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

I have authority to bind the company

I have authority to bind the company



Appendix A – Estimated Travel Cost

Travel costs will be separate from the base cost of the Add-on Workshop via Info-Tech’s Schedule 70 GSA Contract. The details of those travel costs are found within Info-Tech’s GSA contract and also featured below:

PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

The following costs are an estimate of the total travel-related expenses associated with the delivery of the workshop onsite at your organization. While the information is collected in good faith, the costs are only intended to provide a general scope of the potential travel-related costs of workshop delivery. While our staff will take every effort to minimize overall costs, the final travel expenses invoice may deviate from this estimate. Scott County Iowa is required to reimburse Info-Tech for actual expenses incurred for travel, accommodation, and meals for onsite workshop delivery unless otherwise agreed upon and stated in this SOW. All expenses incurred by Info-Tech staff are in accordance with Info-Tech’s Corporate Travel and Business Expense Policy.

<u>Item</u>	<u>Client Location</u>	
	400 W 4th St Davenport, Iowa 52801 United States	
Flight	2 Facilitators x \$700/flight	\$1,400.00
Hotel	2 Facilitators x \$160/night x 5 nights	\$1,600.00
Car	Car Rental/Gas/Cabs/Other Ground Transportation	\$1,100.00
Food/incidentals	2 Facilitators x \$60/day x 5 days	\$600.00
Total Estimated Costs		~\$4,700 USD

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N
SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

APPROVING SECURITY WORKSHOP

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The authority of the IT Director to sign an security workshop agreement with InfoTech Research Group in an amount not to exceed \$19,058 is hereby approved.

Section 2. This resolution shall take effect immediately.

INFORMATION TECHNOLOGY

400 West Fourth Street
Davenport, Iowa 52801-1104

Ph: (563) 328-4100
www.scottcountyiowa.com



Item #11

8/22/17

August 14, 2017

To: Mahesh Sharma, County Administrator
From: Matt Hirst, Information Technology Director
ECM Steering Committee
Subject: ECM Project – Phase 2

In March of last year, the Enterprise Content Management (ECM) Steering Committee recommended and the Scott County Board of Supervisors approved Hyland OnBase and professional implementation services from DataBank IMX for an Enterprise Content Management solution. Phase 1 of this ECM implementation completed in June of this year.

ECM implementation began at Scott County in June of 2014 when the ECM Steering Committee was created which today includes representatives from most County Offices and Departments to identify County records management needs. Current members include: Mahesh Sharma, Sara Skelton, Jon Burgstrum, David Farmer, Pam Brown, John Heim, Tim Huey, Matt Hirst, Jeremy Kaiser, Roger Kean, Peter Kurylo, Stephanie Macuga, Marc Miller, Tammy Speidel, Mary Thee, Amy Thoreson, Barb Vance, Cathy Voelkers, Cheri Sexton, and Kathy Walsh. In January of 2015, the ECM Steering Committee solicited a record inventory from County Offices and Departments. The inventory process identified over two hundred and fifty (250) record sets. The inventory was used to provide detail to a County issued RFP in November of 2015.

The initial RFP resulted in fifteen (15) responses from potential solution providers which were ranked and narrowed to the three (3) best responses for vendor on-site demonstrations of application capabilities and implementation strategies. The ECM Selection Team found OnBase as proposed by the Value Added Reseller (VAR) DataBank to be the solution which clearly best met the needs of Scott County and Board approved contracts were signed which included Phase 1 implementation work as well as Phase 2 project discovery.

Phase 1 ECM implementation projects completed in June of this year and included:

- Cannon ImageWARE migration to OnBase (more than 2 million records)
- Volume Scanning
- Accounts Payable records
- JDC Case Management records
- ECM Phase 2 discovery

Phase 2 discovery conducted by DataBank and Information Technology and reviewed by the ECM Steering Committee evaluated several high profile record sets managed at the County. At this time, the ECM Steering Committee recommends Phase 2 ECM to address Human Resource records and future project discovery as detailed in the attached contract. Phase 2 project costs total \$38,845 and includes professional services. No additional software is required for this phase.

It is recommended the Board approve the project contract with DataBank IMX for Phase 2 implementation services and for the IT Director to sign document(s) for this project on behalf of the Board. Budget dollars are available in the Capital Improvement Program budget to fund the cost of this project.

Cc: ECM Steering Committee
Encl: (1)



Statement of Work

SCOTT COUNTY, IOWA

PHASE II IMPLEMENTATION

(HUMAN RESOURCES PROJECT – PHASE ONE)

8/15/2017

Prepared by:
DataBank IMX

www.databankimx.com

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Version Control

Document Attributes

Document Name	Statement of Work
Document Identifier	Scott County Iowa Phase II Implementation (Human Resources Project – Phase One)
Publish Date	06.13.2017
Current Revision Number	1.3

Revision History

Version Number	Date	Responsibility (Author)	Description
1.0	05.11.2017	Daryl Eller	Initial draft
1.1	05.23.2017	Daryl Eller	Updated: <ul style="list-style-type: none"> • RACI Chart (page 1) • Scope of Services (pages 2-3)
1.2	05.31.2017	Daryl Eller	Accepted changes to: <ul style="list-style-type: none"> • RACI Chart (page 1) • Scope of Services (page 2 – 3) Updated: <ul style="list-style-type: none"> • Pricing Breakdown (pages 5-6)
1.3	06.13.2017	Daryl Eller	Accepted changes to: <ul style="list-style-type: none"> • Project Name (pages 1, 3, 6) • RACI Chart (page 2) • Scope of Services (page 4) • Pricing Breakdown (page 6) • Project Assumptions (page 10) Updated: <ul style="list-style-type: none"> • Scope of Services (page 4)

RACI Chart

Name	Position	*	R	A	S	C	I
Jason Engen	DataBank – Sales Director, Central Region	X		X	X		X
Adam Herrmann	DataBank – Director of Professional Services			X	X		X
Alan Givens	DataBank – Regional Manager of Professional Services				X		X
Lee Meyerdirk	DataBank – Senior Solutions Consultant				X		X
Jessica Gilson	DataBank – Project Manager				X		X
Daryl Eller	DataBank – Business Analyst		X		X		X
Mahesh Sharma	Scott County - Project Sponsor						X
Matt Hirst	Scott County - Project Sponsor	X				X	X
Mary Thee	Scott County – Project Sponsor						X
John Heim	Scott County - Subject Matter Expert					X	X
Stephanie Macuga	Scott County - Project Manager					X	X
Column Key	* – Authorize: This individual has ultimate signing authority for any changes to the document and will be responsible for signing the Master Agreement R – Responsible: Person responsible for creating this document. A – Accountable: Person accountable for accuracy of this document. S – Supports: Individuals providing supporting services in the production of this document. C – Consulted: Individuals providing input (interviewee, etc.). I – Informed: Individuals who must be informed of any changes.						

Introduction/Overview

Scott County Iowa, (hereinafter “Customer”) is seeking to leverage OnBase ECM (Enterprise Content Management solution) for their Human Resources (HR) record set. Customer is taking a phased approach with implementing the HR record set. With this Statement of Work (SOW), phase one will set the foundation focusing on HR document storage, security, and retrieval. Additional phases, which will be scoped in future SOWs, will build upon HR document processes, such as on-boarding and off-boarding.

Customer will be leveraging DataBank IMX (hereinafter “Vendor”) to design, implement (where indicated), and support the solution.

Objective

The objective of this document is to present the project scope, deliverables, assumptions, and professional services estimate for implementing the solutions outlined in this SOW for Customer. It will also serve to solicit approval from Customer to move ahead with the described activities upon receipt of a signed copy.

Scope of Services

The scope of this project is limited to planning, analysis, implementation (where indicated), testing, and training activities associated with the delivery of the proposed solutions. Installation and/or configuration of OnBase components that are not listed in the quote will require an approved change order.

Department/functional areas included in this Statement of Work include:

I. Phase II Implementation (Human Resources – Phase One)

- **HR Document Taxonomy**
Customer will define desired HR Document Taxonomy (Document Groups, Document Types, and Keywords). Once defined, Vendor will consult Customer to confirm desired taxonomy aligns with best practices and provide recommendation. Once defined, Customer will implement HR Taxonomy within OnBase.
- **HR Employee Document Access Security**
Vendor will consult Customer to define solution for granting Customer’s Employees access to specified document types. Access will be based on the Employee’s Number and Active Directory login. Once defined, Vendor will assist Customer with OnBase implementation.
- **HR Document AutoFill Keyword Set**
Vendor will collaborate with Customer to define an HR AutoFill Keyword Set (AFKS) with pre-determined New World ERP metadata. This HR AFKS will improve End User efficiency and accuracy with indexing HR documents. Once defined, Vendor will assist Customer with OnBase implementation.
- **HR File Cabinet and Foldering**
Vendor will collaborate with Customer to design the HR File Cabinet and Foldering structure as well as the Folder creation process. Once designed, Vendor will implement and test solution with Customer.

Vendor will provide technical review session with Customer following solution development regarding HR File Cabinet and Foldering implementation and support.

II. Future Project Discovery and Evaluation

Vendor will work with Customer project sponsors, functional managers, Subject Matter Experts (SME), and IT department personnel to discover the current process, define the requirements, high level design, and plan the implementation and budget for possible future projects.

The scope of this initiative will be limited to the following activities:

Activity	Description
Project Initiation/Planning	<ul style="list-style-type: none"> ▪ Internal project review and team assignment ▪ Schedule Kick-off meeting with customer ▪ Project Kick-off Meeting ▪ Project planning documentation <ul style="list-style-type: none"> ○ Project Plan if applicable ○ Project Schedule if applicable
Solution Discovery	<ul style="list-style-type: none"> ▪ Current process review ▪ Review and refine business requirements ▪ Identify future state ▪ DataBank analysis of discovery notes
Solution Design	<ul style="list-style-type: none"> ▪ DataBank internal solution design workshops ▪ Create Solution Design Document (SDD) ▪ SDD review and signoff
Solution Development	<ul style="list-style-type: none"> ▪ Configure Document Access <ul style="list-style-type: none"> ○ Customer will generate a formatted data file which references Employee Number and related Active Directory. ○ File is updated on a scheduled basis for automated OnBase import. ▪ Configure HR Autofill Keyword Set (AFKS) ▪ Configure Foldering <ul style="list-style-type: none"> ○ Up to (2) Parent folders ○ Up to (10) Child folders ▪ Modifications per Unit Testing (if required) <ul style="list-style-type: none"> ○ Change Order process if applicable
Testing	<ul style="list-style-type: none"> ▪ Customer to provide test scripts and test data ▪ Unit Testing ▪ Support User Acceptance Testing (UAT)
Training	<ul style="list-style-type: none"> ▪ End user training <ul style="list-style-type: none"> ○ Administrative Training ○ Capture Training (if applicable)
Client Meetings	<ul style="list-style-type: none"> ▪ Demonstration ▪ Technical Review ▪ Weekly Status ▪ Ad Hoc

Activity	Description
Production Deployment	<ul style="list-style-type: none"> ▪ Migration of solution to Production ▪ Go-live support ▪ Create client system information document ▪ Formal review and hand-off to National Support Team <ul style="list-style-type: none"> ○ Transfer of on-going support
Project Management	<ul style="list-style-type: none"> ▪ Assessment Planning ▪ Resource Planning ▪ Issue Management ▪ Risk Management ▪ Change Management ▪ Status reports ▪ Manage schedule ▪ Manage budget

The following items may or may not have been discussed but are considered **out of scope** for this project:

Activity	Description
Implementation of other OnBase solutions	Activities related to the implementation of other OnBase solutions other than those listed in the Statement of Work are out of scope and will require an approved change order.
Data Conversion	Work outlined in this SOW does not include data conversion from existing or legacy systems to OnBase. Out of scope items would include, but not limited to: data related to integration, content stored in other repositories, etc. If this is desired, an approved change order will be required.
Custom Interfaces	Standard OnBase interfaces will be leveraged for this project. Customized web front-ends, applications, or web services are not in scope and will require an approved change order.
Integrations	Application integrations with OnBase will require a change order.
Activities not listed	Activities not listed in the in scope statement will require a change order.
Software procurement	Software procurement is referenced in a separate agreement

Pricing Breakdown

Professional Services Fees (Estimate) – Time and Materials

The following is a summary of the estimated costs for professional services by project. The services provided under this SOW will be delivered on a time and materials basis. DataBank shall invoice the Customer monthly for services performed.

Phase II Implementation (Human Resources – Phase One)

Estimate reflects effort for the Vendor to design, implement (where indicated), and support the in scope Human Resources –Phase One solution.

Phase	Estimated Hours	Rate	Total PS Estimate
Project Initiation/Planning	12	\$165.00	\$1,980.00
Solution Discovery	8	\$165.00	\$1,320.00
Solution Design	12	\$165.00	\$1,980.00
Solution Development	32	\$165.00	\$5,280.00
Testing	8	\$165.00	\$1,320.00
Training	8	\$165.00	\$1,320.00
Client Meetings	26	\$165.00	\$4,290.00
Production Deployment	20	\$165.00	\$3,300.00
Project Management	26	\$165.00	\$4,290.00
Sub-Total	152	\$165.00	\$25,080.00
Contingency Reserve (10%)	15	\$165.00	\$2,475.00
Grand Total	167	\$165.00	\$27,555.00

Future Project Discovery and Evaluation

Estimate reflects effort for the Vendor to work with Customer project sponsors, functional managers, Subject Matter Experts (SME), and IT department personnel to discover the current process, define the requirements, high level design, and plan the implementation and budget for possible future projects.

Phase	Estimated Hours	Rate	Total PS Estimate
Discovery	32	\$165.00	\$5,280.00
Documentation	20	\$165.00	\$3,300.00
Travel & Expenses – Two Resources, Two Days			\$2,710.00
Grand Total	52	\$165.00	\$11,290.00

All estimates of fees or time required to complete the project are provided for convenience only and are approximations of the anticipated amount of time needed to complete the project. Customer will be invoiced based on the amount of time actually required to complete the project. Vendor will bill monthly for services performed.

It is important to note that scope can change throughout the lifecycle of a project, requiring the use of DataBank's change order process. Customer should plan on some degree of scope change for internal budget planning purposes.

Totals

Projects	Total:
Phase II Implementation (Human Resources – Phase One)	\$27,555.00
Future Project Discovery and Evaluation	\$11,290.00
Professional Services Total:	\$38,845.00

Travel & Expense Policy

The travel & expense estimates included above are based on the following expenses which will be itemized on the invoice and billed as incurred for amounts not to exceed without customer approval as detailed below:

Trip Charge

Charges associated with travel to and from Customer site(s) are invoiced as a flat-rate trip charge. The standard trip charge will be \$650.00 per resource regardless of the method of travel and/or distance (i.e., mileage, airfare, etc.).

Estimated Expenses

Other recoverable expenses such as lodging, meals, car rental, and parking will be billed back to Customer based on the following estimated rates:

Hotel	\$120 per night
Meals	\$45 per day
Car Rental	\$70 per day
Parking	\$10 per day

Non-Standard Time Policy

Professional Services are considered non-standard time if they belong to one of the following situations:

1. Work is being performed in the same time zone as DataBank Headquarters (CST) and the work falls outside of the standard business hours (Monday – Friday, 8:00 AM – 5:00 PM).
2. Work is being performed in a different time zone other than that of DataBank Headquarters (CST) and the work falls outside the hours of (Monday – Friday, 8:00 AM – 5:00 PM) in said time zone.

In certain circumstances, DataBank will perform work outside of normal business hours. DataBank will only charge a premium when Client has requested that work be performed outside of standard business hours (see above for location and/or hours details). Premium rates are billed at 1.50 times the quoted services rate.

Prerequisites

1. Purchase Orders in place for minimum Discovery Services
2. Signed Statement of Work

Services Rendered and Timeline Estimation

The parties agree that any services described in this SOW that have been performed prior to the execution of this SOW by the parties nevertheless shall be covered by all terms and conditions of this SOW.

Compensation and Payment Schedule

Vendor will charge and bill services fees to Customer for the deployment services provided under this SOW in the following manner:

1. Time and Materials will be billed monthly

Other than when payment terms are specifically delineated in a Master Services Agreement, Customer agrees to pay for all Services and Products within forty-five (45) days of receipt of an invoice from Vendor.

Change Order Authorization

In the event that additional services are required outside the scope of this SOW a change order will be generated. The change order will contain the details of the extension to this SOW and will contain Time and Cost estimates. Once the change order has been executed by both parties a new SOW will be generated to cover the items listed in the change order.

Project Assumptions

After the purchase order has been received, the vendor will follow a standardized set of procedural, deployment, and project management business processes. These defined project processes and assumptions will expose the Customer to the Vendor's proven methods to a successful deployment. These processes will also help define specific Vendor/Customer responsibilities in order to minimize project confusion as defined below:

Required Documentation

1. An approval to bill (purchase order, contract, existing block time, master service agreement, etc.) is received by Vendor prior to scheduling development and deployment.
2. A signed Solution Design Document is received by Vendor prior to scheduling development and deployment.
3. If applicable, a Pre-Installation form is completed in full prior to deployment.

Pre-Deployment

1. A project kick-off meeting has been held with all applicable project members prior to commencing of implementation activities.
2. All applicable System Servers are installed, tested, and properly working prior to deployment.
3. All applicable Operating Software is installed, tested, and working properly prior to deployment.
4. All applicable OnBase Software is downloaded and placed in a directory on the server(s) it will be installed on.
5. A network account with full administrative rights to the network and hardware is set up and made available to the Vendor for both onsite and remote work.
6. Customer will provide project staff with access to all printed and electronic information relevant to this project at the beginning of the project.
7. An up-to-date test environment that closely resembles the production environment is in place prior to deployment. If the customer chooses not to establish a test environment, they understand that the system/solution will be deployed into their production environment.

Deployment

1. Remote access is established and made available to Vendor during the deployment process.
2. Vendor will deploy the solution as agreed upon in the formal Solution Design Document.
3. Vendor will deploy the solution in the customer test environment, unless agreed upon by both parties prior to deployment.
4. Vendor will test the system to assure that it performs within the project requirements prior to training.
5. Vendor will provide a solution Performance Validation demonstration prior to formal training. Any issues or project gaps must be identified and documented at that time. Issues not identified as part of the Solution Design Document will be subject to a formal Change Order process, which may result in schedule changes and/or additional charges.
6. Vendor will provide end user training.
7. Customer Test system will reflect permissions, system restrictions, user accounts, etc. identical to those implemented in the production environment.

8. Customer will test the deployed solution as defined within the Solution Design Document. Vendor will provide formal testing support as defined in the Solution Design Document.
9. During Client testing, the only issues that will be considered to be addressed are those that impact system performance. All other changes will be evaluated at the completion of testing.
10. Customer will document all issues/change requests as part of the testing process. Vendor will only make changes during the testing process for issues that affect system performance. All other changes will be made as a single effort upon completion of testing by the customer.
11. Vendor will deploy the system into production once it is accepted by the customer as functioning per the Solution Design Document and any negotiated Change Orders.
12. Vendor will provide up to 1 day of Go-Live support once the system is put into production. This support will be via remote access unless other requirements are agreed upon by both parties prior to acceptance of the Solution Design Document. Additional Go-Live requirements are subject to applicable Project Management fees.
13. Vendor assumes Customer is current on software maintenance, thus being eligible to receive the upgrade software per the OnBase maintenance agreement. If Customer is not current on software maintenance, they must work with their DataBank account manager to resolve.
14. Vendor assumes no liability or responsibility for any changes made in the production environment that are not made by a DataBank employee.
4. The PS Estimate includes a 10% contingency budget to account for change orders and additional requests. If the contingency is not used, Customer will not be invoiced for the added 10%.
 - The contingency can be used to fulfill additional requirements found during the project lifecycle.
 - The contingency plan is in place to cover Change Orders and keep the project moving fluently.
 - An official Change Order will be created and signed prior to using hours from the contingency plan.
15. Customer has up to fifteen (15) days from the Go-Live date to “Accept” the deployed solution. In the absence of documented exceptions or a signed Work Acceptance document, the solution will be deemed accepted 15-days subsequent to delivery of the Acceptance document. Any issues not identified within 15 days will be treated as Support Issues and fall under the Vendor Hardware/Software Maintenance agreement terms and conditions.
16. Software Manufacturers occasionally publish a schedule that indicates which versions or functionality is no longer supported or being phased into an end-of-life status. DataBank assumes that the Customer is taking responsibility for monitoring such end-of-life, depreciation, or sunset schedules and taking necessary precautions. If DataBank encounters a condition in the course of its project work that requires action or modification to resolve such an issue, it may result in a change order.

Project Management

1. Vendor will assign the appropriate resources in order to meet all milestones/requirements as defined within the Solution Design Document.
2. Customer will assign applicable resources in order to meet all milestones/requirements as defined in the Solution Design Document.
3. Vendor will manage/schedule its own resources as part of the deployment process.
4. Customer will manage/schedule its own resources as part of the deployment process.
5. Vendor will attend up to 1 Project Status meeting per week during the deployment process. Attendance will be via remote conference call unless other requirements are agreed upon by both parties prior to acceptance of the Solution Design Document. Additional Project Status requirements are subject to applicable Project Management fees.

6. Formal Change Orders will be utilized for all scope changes not specifically stated in the in-scope section of this document. This includes billable and un-billable project changes. Purchase Orders will be required for all mutually agreed upon billable changes.
7. Any Change Orders that are agreed upon during the deployment phase can affect the project schedule. The Project Schedule will be updated and approved by the customer as part of the Change Order Process.
8. Vendor will update the Project Schedule throughout the project duration as necessary adjustments are identified and agreed upon by both parties.

Solution Specific Assumptions

1. HR Document Taxonomy
 - Customer will consult with Vendor prior to implementing HR Document Taxonomy.
 - Customer will implement HR Document Taxonomy.
 - Vendor will not be implementing HR Document Taxonomy.
2. HR Employee Document Access
 - Customer is able to generate a formatted data file which references Employee Number and related Active Directory. File is updated on a scheduled basis for automated OnBase import.
 - Vendor will assist Customer with implementing HR Document Access.
3. HR Document AutoFill Keyword Set
 - Customer is able to generate a structured, scheduled Employee metadata file. File is updated on a scheduled basis for automated OnBase import.
 - HR Document AutoFill Keyword Set implementation will occur after HR Document Taxonomy has been implemented.
 - Vendor, with Customer assistance, will implement HR Document AutoFill Keyword Set.
4. HR File Cabinet and Foldering
 - HR File Cabinet and Foldering design and implementation will occur after HR Document Taxonomy has been implemented.
 - Vendor, with Customer assistance, will implement HR File Cabinet and Foldering.

Binding Affects and Agreements

This SOW shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns. Neither party may assign its rights or obligations under this SOW, in whole or in part, to any other person or entity without the prior written consent of the other party. Any change in control resulting from an acquisition, merger or otherwise shall constitute an assignment under the terms of this provision. Any assignment made without compliance with the provisions of this section shall be null and void and of no force or effect.



Acceptance of SOW

This SOW represents Vendor’s offer to perform the project on the terms set forth herein; and this offer shall be accepted only upon Customer signing and delivering this SOW to Vendor within 30 days from the date of this document (the “Acceptance Deadline”). Vendor may withdraw this offer at any time prior to acceptance by Customer. In any event, this offer shall be void, and shall for all purposes be deemed to have been withdrawn by Vendor, if this offer is not accepted, in the manner provided above, by Customer on or before the Acceptance Deadline.

For purposes of this SOW, a signed copy delivered by facsimile or electronically shall be treated by the parties as an original of this SOW and shall be given the same force and effect.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have executed this SOW as of the date(s) set forth with their respective signatures below.

DataBank IMX

Scott County, Iowa

Company Name

Customer Name

By (Signature)

By (Signature)

Printed Name and Title

Printed Name and Title

Dated

Dated

Appendix A – UAT Acceptance Form

- Customer acknowledges that User Acceptance Testing (UAT) has been completed and that the solution has met the specifications identified within the solution design document and any subsequent, mutually-signed change orders. No further solution changes will be required before the migration of the solution to the production environment.

Exceptions:

Comments/Reason:

Company Name ("Customer")

Project Sponsor Name (Print)

Project Sponsor Signature

Date

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

APPROVING ECM PROJECT PHASE 2

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The authority of the IT Director to sign a statement of work with DataBank IMX for ECM project phase 2 in the amount of \$38,845 is hereby approved.

Section 2. This resolution shall take effect immediately.

INFORMATION TECHNOLOGY
400 West Fourth Street
Davenport, Iowa 52801-1104
Ph: (563) 328-4100
www.scottcountyiowa.com



August 14, 2017

To: Mahesh Sharma, County Administrator
From: Matt Hirst, Information Technology Director
Subject: ECM Software Maintenance and Support

Enterprise Content Management, ECM, software license maintenance and support is due for renewal. Hyland OnBase is the software implemented by Information Technology for records management at Scott County.

The quote summary is as follows:

<u>Vendor</u>	<u>Total</u>
DataBank	\$45,276.68

It is recommended that the Board approve the quote from DataBank in the amount of \$45,276.68.

Notes:

- The term of this agreement is for one and half (1.5) years through 12/31/18.
- OnBase software maintenance was \$31,880 in FY' 17.
- Pricing is provided at government contract rates.

The DataBank proposal provides Information Technology the ability to obtain the latest updates and patches to the OnBase software as well the necessary support. The result is a more functional and dependable records management solution.

This contract was awarded to DataBank last year as part of the implementation contract. Budget dollars are available in the Information Technology Department operational budget to fund this contract.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

APPROVING PURCHASE OF ECM SOFTWARE MAINTENANCE AND SUPPORT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The purchase of Hyland OnBase Enterprise Content Management software maintenance and support from DataBank in the amount of \$45,276.68 is hereby approved.

Section 2. This resolution shall take effect immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

August 24, 2017

AFFIRMING A SAFE, WELCOMING, AND DIVERSE COMMUNITY

WHEREAS, equality, inclusion and safety for all persons is a core value in Scott County, as is the condemnation of any hateful verbal rhetoric or physical acts of hatred, discrimination, violence, or other forms of prejudice by any individuals or groups; and

WHEREAS, we know that communities succeed and achieve their best potential when all persons are welcomed; and

WHEREAS, we are committed to the human rights provisions of the constitutions and laws of the United States of America, the State of Iowa and county policy that protect civil liberties and provide equal protection under the law; and

WHEREAS, we celebrate our community's diversity, and welcome all residents who live here, regardless of their national origin, color, religion, sexual orientation or gender identity, race, age, disability, or other protected classes.

NOW, THEREFORE, BE IT RESOLVED by the Scott County Board of Supervisors as follows:

Section 1. That we reaffirm our community's shared values of compassion, inclusion, respect and dignity; and our commitment to building a community in which diversity is valued and everyone has the opportunity to thrive; and we encourage the citizens of Scott County to likewise affirm these values of inclusion and to condemn all acts of hatred and violence of any kind.

Section 2. This resolution shall take effect immediately.