

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20021243

1. REQUESTED MOTION:

ACTION REQUESTED:

Request approval of change order # 1 to contract number 2173 for Clearview Management Consultants in the amount of \$15,000 plus not to exceed expenses of \$3,000 for travel related expenses to provide data that compares the costs and benefits of using an outsource provider for information technology and telecommunications services versus an in-house operation.

WHY ACTION IS NECESSARY: The total contract amount with Clearview will exceed the \$50,000 limit by approximately \$16,000; therefore, requires Board approval.

WHAT ACTION ACCOMPLISHES: Authorizes existing consultant to provide additional services relative to future IT and telecommunication services for Lee County.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

CIA

3. MEETING DATE:
November 5, 2002 **Date Critical**

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT County Administration
- C. DIVISION

BY: Bruce Loucks

7. BACKGROUND:

At a Board meeting in September, Commissioner Judah requested an analysis of what it would cost to provide information technology and telecommunications services in-house as compared to using outsourcing services.

Lee County is in the process of soliciting outsourcing proposals for a 3 to 5 year contract to provide information technology and telecommunications services beginning February 1, 2003. Clearview Management Consultants is providing technical consulting assistance for the outsourcing process. The original scope of services included Clearview Management to provide benchmark cost estimates for services but did not include the in-house operations comparison. This change order will increase the amount of the agreement with Clearview Management to more than \$50,000 in the aggregate. Service agreements over \$50,000 require BOCC approval.

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

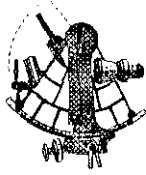
A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
				<i>Andrea Buser</i>	OA <i>10/24/02</i>	OM <i>10/24/02</i>	Risk <i>A</i>	GC <i>10/24/02</i>	

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

RECEIVED BY COUNTY ADMIN. <i>10-24-02</i> <i>2:45</i>
COUNTY ADMIN. FORWARDED TO: <i>10/24/02</i> <i>400</i>

C



CLEARVIEW
MANAGEMENT CONSULTANTS

September 18, 2002

Janet Watermeier
Executive Director
Economic Development Office
Lee County, Florida
2180 W. First St. Ste. 306
Ft. Myers, FL 33901

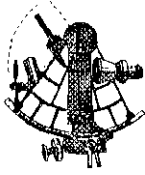
Subject: Proposal for Professional Services

Dear Janet,

We appreciate this opportunity to propose our professional assistance in the support of the Lee County (the County) sourcing initiative. We understand from our initial discussions with you that the County is seeking to procure consulting services to complete a report that explores insourcing as a potential alternative to outsourcing all or some of the County's IT services.

Background

Our conversations indicated that the Lee County Commissioners have requested an report of what would be required for Lee County to bring back in house, those Information Technology (IT) and Telecommunications infrastructure services that are currently outsourced. This report should identify potential scenarios, with their respective levels of service including their associated resource requirements and costs, that the County may consider as alternatives for providing IT services to the County. We also understand that the County would like to complete contract negotiations for any new outsourced services, or complete the decision for insourced services by mid November 2002 with any production go-live to occur prior to the end of February 2003.



CLEARVIEW

MANAGEMENT CONSULTANTS

Scope:

Prepare a report about an insourcing alternative that will include preliminary costs, timeframes, and required resources for Lee County to provide the same Scope of Services as outlined in the new Scope of Services document.

Approach:

Phase III – Insourcing Analysis

- Review the scope of services and associated documentation;
- Gather necessary data;
- Provision CMC template documents where appropriate;
- Prepare a report that will provide the County information about the costs, resources and issues for providing Information Technology and Telecommunications services internally, based on the same scope of services as outlined in the new Scope of Services document.

Staffing, Fees and Expenses

Our fees shall be as follows:

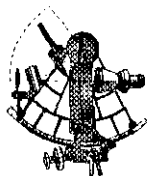
Phase III – Insourcing Report Production - \$15,000.00 US plus travel related expenses.

We will invoice Phase III at the end of the project, which is expected to last for approximately ten (10) business days.

All invoices are due on receipt

We are prepared to begin the project upon your authorization to proceed.

We assume that the contents of this proposal, any subsequent documentation, and future correspondence will be kept in strict confidence. We treat all client materials, conversations and deliverables as confidential and proprietary, and we ask that you treat any information provided to you from Clearview in the same manner. Documents and other data or information from County will be returned promptly upon the completion or termination of this project. We will only communicate with those employees of County that you so designate.



CLEARVIEW
MANAGEMENT CONSULTANTS

We appreciate the opportunity to be of service to Lee County and look forward to working with you. Should you have any questions or need additional information do not hesitate to contact me. Please indicate your acceptance by your signature below.

Best Regards,

Scott Trimble
Clearview Management Consultants, L.L.C.
Office (214) 219-2815
Mobile (214)448-6725

For Lee County Accepted By: _____

Date:

LEE COUNTY PROFESSIONAL SERVICE/SERVICE PROVIDER AGREEMENT
CHANGE ORDER/SUPPLEMENTAL TASK AUTHORIZATION

Change Order
 Supplemental Task Authorization

NO.: 1

(A Change Order or Supplemental Task Authorization Requires Approval by the Department Director for Expenditures Under \$25,000 or Approval by the County Manager for Expenditures Between \$25,000 and \$50,000 or Approval by the Board of County Commissioners for Expenditures over \$50,000)

CONTRACT/PROJECT NAME: Information Technology & Telecommunication Outsourcing Services (Insourcing Analysis)

CONSULTANT: Clearview Management Consultants

PROJECT NO.: _____

SOLICIT NO.: N/A

CONTRACT NO.: 2173 ACCOUNT NO.: _____

REQUESTED BY: County Manager

DATE OF REQUEST: 10/1/2002

Upon the completion and execution of this Change Order or Supplemental Task Authorization by both parties the Consultant/Provider is authorized to and shall proceed with the following:

EXHIBIT "CO/STA-A: SCOPE OF PROFESSIONAL SERVICE: DATED: 10/1/2002

EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 10/1/2002

EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 10/1/2002

EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 10/1/2002

EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 10/1/2002

It is understood and agreed that the acceptance of this modification by the CONSULTANT/PROVIDER constitutes an accord and satisfaction.

RECOMMENDED:

By: _____
Department Director Date

By: [Signature] 10-24-02
Contracts Mgmt Date

APPROVED:

By: _____
*County Attorney's Office Date

*County Attorney signature needed
for **over** Board level expenditures only.

CMO:023
09/25/01

ACCEPTED:

By: [Signature]
Consultant/Provider

Date Accepted: 10/23/02

Corporate Seal

COUNTY APPROVAL:

By: _____
Department Director
(Under \$25,000)
Date Approved: _____

By: _____
County Manager (Between
(\$25,000 and under \$50,000)
Date Approved: _____

By: _____
Chairman
Board of County Commissioners
Date Approved: _____

CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-A"

Date: 10/1/2002

SCOPE OF PROFESSIONAL SERVICES

for IT & TELECOMMUNICATIONS OUTSOURCING SERVICES (Insourcing Analysis)
(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) TO PROFESSIONAL SERVICES

The "Scope of Professional Services" as set forth in Exhibit "A" of the Professional Services Agreement, or Service Provider Agreement, referred to hereinbefore is hereby supplemented, changed or authorized, so that the CONSULTANT or SERVICE PROVIDER, shall provide and perform the following professional services, tasks, or work as a supplement to, change to, or authorized to, the scope of services previously agreed to and authorized:

Prepare a report outlining an insourcing alternative that will include preliminary costs, timeframes, and required resources for Lee County to provide the same Scope of Services dated September 12, 2002.

Approach - Phase III - Insourcing Analysis

- Review the scope of services and associated documentation;
- Gather necessary data;
- Provide CMC template documents where appropriate;
- Prepare a report that will provide the County with information about the costs, resources and issues for providing Information Technology and Telecommunications services internally, based on the scope of services dated September 12, 2002.

*Attach additional pages, if needed

CMO:025
09/25/01

Page A1 of A1

CHANGE ORDER AGREEMENT No. 1
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. —

EXHIBIT "CO/STA-B"

Date: 10/1/2002

COMPENSATION AND METHOD OF PAYMENT

for IT & TELECOMMUNICATIONS OUTSOURCING SERVICES (Insourcing Analysis)

(Enter Project Name from Page 1 of the
 Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) IN COMPENSATION

The compensation the CONSULTANT, or SERVICE PROVIDER, shall be entitled to receive for providing and performing the supplemented, changed or authorized services, tasks, or work as set forth and enumerated in the Scope of Services set forth in this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto shall be as follows:

NOTE: A Lump Sum (L.S.) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the CONSULTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "S/COA-A". In accordance with Professional Services Agreement Article 5.03(2) "Method of Payment", tasks to be paid on a Work-in-Progress payment basis should be identified (WIPP).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable Indicate (W.I.P.P.)
	Phase III Insourcing Analysis Report Production	\$15,000.00	LS	
	Travel Related Expenses	\$3,000.00	NTE	
TOTAL		\$18,000.00	LS/NTE	

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

SECTION 2.00 SUMMARY OF CHANGE(S) IN COMPENSATION

Pursuant to and in consideration of the change(s) in the Scope of Professional Services set forth in the CHANGE ORDER or AGREEMENT, Exhibit "CO/STA-A", the compensation the COUNTY has previously agreed to pay to the CONSULTANT, or SERVICE PROVIDER, as set forth in Exhibit "B" of the Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Section/Task Number	Section/Task Name	Compensation In the Basic Agreement	Adjustment(s) by Previous CO or STA Nos. =	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
	Original SPA	\$48,000.00			\$48,000.00
Change Order 1	Insourcing Analysis			\$18,000.00	\$18,000.00
TOTAL		\$48,000.00		\$18,000.00	\$66,000.00

CHANGE ORDER AGREEMENT No. 1
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-D"
Date: 10/2/2002

CONSULTANT'S, OR SERVICE PROVIDER'S, ASSOCIATED SUB-CONSULTANT(S) AND SUBCONTRACTOR(S)

for IT & TELECOMMUNICATIONS OUTSOURCING SERVICES (Insourcing Analysis)

(Enter Project Name from Page 1 of the Change Order or Supplemental Task Authorization Agreement)

CONSULTANT, or SERVICE PROVIDER, intends to engage the following sub-consultant(s) and/or sub-contractor(s) to assist the CONSULTANT, or SERVICE PROVIDER, in providing and performing the services, tasks, or work required under this CHANGE ORDER, or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT.

(If none, enter the word "none" in the space below.)

Service and/or Work to be Provided or Performed	Name and Address of Individual or Firm	Disadvantaged, Minority or Women Business Enterprise, (If Yes, Indicate Type)			Sub-Consultant Services are Exempted from Prime Consultant=s Insurance Coverage	
		Yes	No	Type	Yes	No
N/A						

CHANGE ORDER AGREEMENT No. 1

SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-E"

Date: 10/2/2002

PROJECT GUIDELINES AND CRITERIA

for IT & TELECOMMUNICATIONS OUTSOURCING SERVICES, (Insourcing Analysis)

(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization Agreement)

As a supplement, or change, to the Project Guidelines and Criteria set forth in the Professional Services Agreement, or Service Provider Agreement, Exhibit "E", the COUNTY has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget, and/or Requirements which shall serve as a guide to the CONSULTANT, or SERVICE PROVIDER, in performing the professional services, tasks, or work to be provided pursuant to the professional services set forth hereinbefore in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto:

(If none, enter the word "None" in the space below.)

ITEM No. 1

NONE