

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN  
AGENDA

**WAYS AND MEANS**

Hall of Justice  
990 Terrace, Muskegon, MI  
February 2, 2012 - 3:30 p.m.

Lewis Collins, Chair  
Scott Plummer, Vice-Chair

- 
1. Call to Order
  2. Roll Call
  3. Approval of the Minutes of January 17, 2012
  4. Public Comment (on an agenda item)
  5. Items for Consideration
    - WM12/02 - 11 (Administration) Approve Accounts Payable
    - WM12/02 - 12 (Administration) Authorize RFP Process for the Purchase of Two Generators for the Juvenile Transition Center and Central Services Building
    - WM12/02 - 13 (Administration) Approve Agreement with ISI for IT Training Services
  6. Old Business
  7. New Business
  8. Public Comment (on a new topic)
  9. Adjournment

**Public Comment**

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

**AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-8520

**Muskegon County  
Ways & Means Committee Meeting  
January 17, 2012  
3:30 p.m.  
Hall of Justice, 4<sup>th</sup> Floor  
990 Terrace  
Muskegon, MI**

**Lewis Collins, Chair**

**Scott Plummer, Vice-Chair**

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MINUTES

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**CALL TO ORDER**

The meeting was called to order by Commissioner Collins at 3:30 p.m.

**ROLL CALL**

Present: Lewis Collins, Benjamin Cross, Marvin Engle, Alan Jager, Anthony Longmire, Scott Plummer, I. John Snider, Rillastine Wilkins

Excused: James Derezinski, Kenneth Mahoney, Robert Scolnik

**APPROVAL OF MINUTES**

It was moved by Plummer, supported by Engle, to approve the minutes of the January 5, 2012, meeting as written. Motion carried.

**PUBLIC COMMENT/AGENDA ITEM**

None.

**ITEMS FOR CONSIDERATION**

WM12/01 - 07 It was moved by Longmire, supported by Engle, to approve payment of the accounts payable of \$5,539,713.45 covering the period of December 21, 2011 through January 10, 2012, as presented by the County Clerk. Motion carried.



WM12/01 - 08 It was moved by Cross, supported by Engle, to approve acceptance of the FY2012 Strategic Traffic Enforcement Grant in the amount of \$62,854 and to amend the County's budget accordingly. Motion carried.



# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

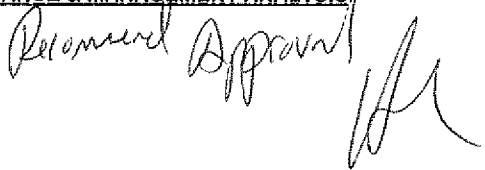
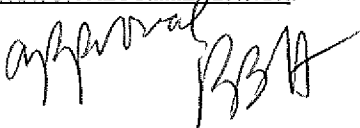
COMMITTEE Ways & Means		BUDGETED <input type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT Administration		COMMITTEE DATE February 2, 2012		REQUESTOR SIGNATURE
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Accounts payable - already distributed.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
I move to approve payment of the accounts payable of \$5,370,310.03 covering the period of January 11, 2012 through January 27, 2012, as presented by the County Clerk.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>		
<u>CORPORATE COUNSEL ANALYSIS</u>		<u>ADMINISTRATOR RECOMMENDATION</u>		
		<i>approval</i> <i>BBH</i>		
AGENDA DATE. <i>2/2/12</i>	AGENDA NO. <i>Wm12/02-11</i>	BOARD DATE. <i>2/14/12</i>	PAGE NO.	

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X		
REQUESTING DEPARTMENT Administration		COMMITTEE DATE February 2, 2012		REQUESTOR SIGNATURE Heath Kaplan
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
The Juvenile Transition Center is in need of a generator to support operations during power outages, which was planned in the FY 2012 Budget. In addition to this generator, another unit is needed to support the new IT infrastructure at the Central Services Building on South Campus. The estimate for both units is within the FY 2012 Budget.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
Move to authorize the Finance & Management Services Director to coordinate the RFP process for the purchase of two (2) generators for the Juvenile Transition Center and Central Services Building.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
AGENDA DATE: <u>2/2/12</u> AGENDA NO.: <u>Wm12/02-12</u> BOARD DATE: <u>2/14/12</u> PAGE NO.				

Revised 1/27/12

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X		
REQUESTING DEPARTMENT Administration		COMMITTEE DATE February 2, 2012		REQUESTOR SIGNATURE Heath Kaplan
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>On November 17, 2011, the board authorized administration to coordinate an RFP for the purpose of training IT staff on the new equipment/software the County purchased as part of the Infrastructure/Virtual/Finance ERP Projects <u>and</u> training end users throughout the County on the basics of Microsoft Office, which BS&amp;A interfaces with.</p> <p>The County released the RFP on November 29<sup>th</sup> and received three (3) responses on or before the close date of December 20<sup>th</sup>. The County review panel considered each proposal and scored them based on qualifications, price and approach. Then, interviews were scheduled and completed on January 11, 2012. Staff recommends the committee consider awarding the contract to ISI - (Information Systems Intelligence) for:</p> <ul style="list-style-type: none"> <li>• General staff training;</li> <li>• General staff advanced training;</li> <li>• IT Staff Technical County Systems Training;</li> <li>• IT Staff Certification Classroom Training</li> </ul> <p>Each of the three (3) proposals offered a service, which, benefits each of the distinct areas we need training in:</p> <ol style="list-style-type: none"> <li>1. IT Training on new equipment – ISI</li> <li>2. IT certification training (on-going) – CPR</li> <li>3. General Staff training – New Horizons/ISI</li> </ol>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
Move to approve the County executing the necessary agreement with ISI for IT Training Services in an amount not to exceed \$8,000 per technical user and \$100 per end user.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
AGENDA DATE: 2/2/12    AGENDA NO.: Wm12/02-13    BOARD DATE: 2/14/12    PAGE NO.				

## MUSKEGON COUNTY SUMMARY

COMMODITY #: 92435

\_\_\_ BID \_\_\_ QUOTATION X PROPOSAL

RFP 12-1947

PRODUCT / SERVICE: IT Training

DEPT: Administration

OPENING DATE: 12-20-11

No. of Bids Emailed 96
No. of Bids Received 2
No. of No-Bids Received 7
No. of Non-Response 87
No. of Web Bids Received 1

Vendor Name & Address	IT Staff Technical County Systems Training	IT Staff Supplementation Cost Per Month	General Staff & General Staff Advanced Training	IT Staff Certification Coaching Training	IT Staff Certification Classroom Training	IT Staff Certification VMWare Classroom Training	IT Staff Consultative Training And On-Site Support
CPR - A Division of Corporate Technologies LLC 1595 Galbraith Avenue, SE Grand Rapids, MI 49546			(5) @ \$209.00 Day (10) @ \$114.00 Day (15) @ \$82.33 Day Includes Matls		(5) @ \$345.00 Day (10) @ \$205.00 Day (15) @ \$158.33 Day Includes Matls	VS 5.0 Install, Configure & Manage \$3,495 5 Day VS 5.0 Trblshooting \$3,295 4 Day	
CPR - Alternate #1							Option A: 40 Hrs/Mo @ \$2,500 Option B: 84 Hrs/Mo @ \$5,000
ISI - Information Systems Intelligence 5975 Crossroads Commerce Parkway, SW Wyoming, MI 49519	<i>Base Proposal</i> (24) @ \$4,000 Ea \$96,000.00	<i>Alternate #1</i> CIO @ \$20,000 Proj Eng @ \$12,000 Supp Eng @ \$9,000 Help Desk @ \$5,000	<i>Alternate #2</i> (750) @ \$100 Ea \$75,000.00	<i>Alternate #3</i> (24) @ \$4,000 Ea	<i>Alternate</i> Any & All Training Courses at Web Published Rates For Provider	<i>Alternate #4</i> \$5,000.00	
New Horizons Computer Learning Center 630 Kenmoor Avenue, Ste 201 Grand Rapids, MI 49456			<i>Off-Site</i> Up to 12 @ \$175 13 - 24 @ \$175		<i>Off-Site</i> Up to 12 @ \$400 13 - 18 @ \$400		
New Honzons - Alternate #1			<i>On-Site</i> Up to 12 @ \$175 Over 12 @ \$100* Over 12 @ \$125**		<i>On-Site</i> Up to 12 @ \$400 Over 12 @ \$250* Over 12 @ \$275**	\$800/Day/Student	
							*County Computers, **New Horizons Computers Post Training Support Includes Web-Based Online Course

**DEPARTMENT RECOMMENDATION:**

ISI - Information Systems Intelligence for General Staff Training; General Staff Advanced Training through New Honzons Computer Learning Center; IT Staff Technical County Systems Training

CPR - A Division of Corporate Technologies LLC for IT Staff Certification Classroom Training

**PURCHASING RECOMMENDATION:** Concur

**RESPONSIBLE CONTRACTOR / SUBCONTRACTOR CHECKLIST:** N/A

**THIS BID, PROPOSAL OR QUOTATION WAS AWARDED TO:**

**BUYER RESPONSIBLE FOR BID Name:** Christine R. Johnson

**WITNESS Name:** Christian Toebe

**FINANCE & MGMT DIRECTOR Name:** Heath Kaplan

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**EVALUATION SUMMARY**  
**IT TRAINING**  
**RFP 12-1947**

**Vendor Evaluation Summary**

Criteria	CPR - A Division Of Corporate Technologies	ISI - Information Systems Intelligence	New Horizons Computer Learning Centers
Company Background	17.8	16.0	16.6
Staffing Experience	16.8	16.2	17.0
Curriculum Plan	42.0	44.0	35.4
Cost	8.2	9.0	6.0
<i>Totals</i>	84.8	85.2	75.0
<b><i>Proposal Ranking</i></b>	<b><i>2</i></b>	<b><i>1</i></b>	<b><i>3</i></b>

**Vendor Price Summary**

Cost	CPR - A Division Of Corporate Technologies	ISI - Information Systems Intelligence	New Horizons Computer Learning Centers
IT Staff Tech. Cnty Systems Training	See Bid Summary	See Bid Summary	See Bid Summary
IT Staff Supplementation			
General Staff Training			
General Staff Advanced Training			
IT Staff Certif. Coaching Training			
IT Staff Certif. Classrm Training			
IT Staff Certif. VM Classrm Training			
IT Staff Consult. Training & Support			
<b><i>Price Ranking</i></b>	<b><i>2</i></b>	<b><i>1</i></b>	<b><i>3</i></b>

**Rating Committee Recommendation**

Following the Vendor Presentations and other due diligence, the Rating Committee overall recommends ISI - (Information Systems Intelligence) for:

- General staff training;
- General staff advanced training through New Horizons Computer Learning Center;
- IT Staff Technical County Systems Training;

CPR - A Division of Corporate Technologies LLC for:

- IT Staff Certification Classroom Training