



# Baldwin County Commission

## Legislation Text

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**File #:** 19-0167, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 11/6/2018

**Item Status:** New

**From:** Ronald J. Cink, County Administrator  
Brian Peacock, CIS Director

**Submitted by:** Anu Gary, Admin/Records Mgr.

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### **ITEM TITLE**

Termination of Master Agreement and Statement of Work Blanket Services Agreement for SIRE Agenda Management System between the Baldwin County Commission and Hyland Software

### **STAFF RECOMMENDATION**

Take the following actions:

- 1) Terminate the Master Software License, Services and Support Agreement and Statement of Work (SOW) Blanket Services Agreement between the Baldwin County Commission and Hyland Software, for the SIRE agenda management system, which were approved by the Baldwin County Commission on August 19, 2014; and
- 2) Authorize the Chairman to execute a notification letter to Hyland Software for the same.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** August 19, 2014

**Background:** On May 22, 2018, Baldwin County Commission went live with its new agenda management system, Granicus (Legistar). During the transition period from the previous agenda management system (SIRE) to the new system, staff used both systems simultaneously for a brief period of time. The County ceased the use of SIRE agenda software and support on June 30, 2018, and the use of SIRE video hosting and subscription services on September 30, 2018. Currently, Administration staff is fully using Legistar for agenda management as well as video services for meetings. At this time, staff recommends that the Commission formally terminate the contracts with Hyland Software for SIRE services.

The Master Software License, Services and Support Agreement can be terminated by either party with 30-day written notice. The Statement of Work (SOW) Blanket Services Agreement can be terminated by either party with a 60-day notice.

When the County went live with Granicus in May 2018, staff communicated with Hyland Software the County's intent to phase out SIRE and cancel the services (software and support, and video hosting and subscription) with Hyland at that time. The action today will formally terminate the contracts between the Commission and Hyland.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Administration - Email signed notification letter to Hyland Software, Accounts Manager.

Update BCAP Contracts portal.

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** N/A

