Baldwin County Commission

Legislation Text

File #: 21-0692, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 4/6/2021
Item Status: New
From: Wanda Gautney, Purchasing Director/Brad Peacock, CIS Director
Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE
Contract for Geographic Information Systems (GIS) Support Services for the Baldwin County Communications and Information Systems (CIS) Department

STAFF RECOMMENDATION
Approve and authorize the Chairman to execute the Contract with Keet Consulting Services, LLC, for the GIS Support Services as follows: (Contract is effective beginning April 1, 2021 for six (6) months with a twelve (12) month renewal.)

Support Services Cost:
$58,000.00 for 6 months (Fiscal Year 2021)
$75,000.00 for Fiscal Year 2021/2022

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The CIS/GIS is responsible for providing coordination, supervision and overall direction for the County's Geographic Information Systems Division (GIS). CIS/GIS staff are responsible for all phases of GIS development, implementation, maintenance of database and server's management. In addition to coordinating departmental needs within the County, CIS/GIS also coordinates with other governmental agencies and various private sector entities in order to reap the benefits of developing a countywide GIS. With the recent vacancy in the GIS Manager position CIS would like to contract these services with Keet Consulting Services, LLC, in the amount of $58,000.00 for the remaining six (6) months of Fiscal Year 20/21 and $75,000.00 for Fiscal Year 21/22. This will allow us to continue all GIS support services as well as evaluate future needs of this position.

Funding source will be the budgeted salary from the vacant GIS Manager position.

FINANCIAL IMPACT

Total cost of recommendation: $58,000.00 for FY 20/21 & $75,000.00 for FY 21/22

Budget line item(s) to be used: 10051965.51500

If this is not a budgeted expenditure, does the recommendation create a need for funding?
Budgeted salary from the vacant GIS Manager position which will be transferred to fund the services in the next Budget Resolution.

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
Standard County Professional Services Contract

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: 04/06/2021

Individual(s) responsible for follow up: Wanda Gautney, Purchasing Director

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Letter to Vendor

Additional instructions/notes: N/A