

# ROCK COUNTY, WISCONSIN



**FINANCE COMMITTEE  
THURSDAY, DECEMBER 16, 2021 - 5:00 PM  
JURY DELIBERATION ROOM – FOURTH FLOOR,  
ROCK COUNTY COURTHOUSE-EAST,  
51 S Main St, Janesville, WI**

\*Amended

## Agenda

1. Call to Order
2. Approve Agenda
3. Citizen Participation, Communications and Announcements
  - A. Announcements from Treasurer's Office re: Tax Bills
4. Approval of Minutes
  - A. November 18, 2021 Minutes
5. Approval of Transfers
  - A. 911 Communications Center - Transfer
6. Review of Payments
  - A. November 2021 Payments
7. Review of Payments Over \$10,000
  - A. Payments over \$10,000
8. Committee Review and Approval of Per Meeting Allowances
9. Review and Approval of Resolutions
  - A. Resolution Authorizing Purchase of Netsmart Avatar Hosting and Upgrade
  - B. Resolution Authorizing Purchase of ArcServe 24 Month Support Contract
  - C. Resolution Authorizing Purchase of ArcServe Annual SW
  - D. Resolution Authorizing Purchase of Robert Half Contractors
  - E. Resolution Authorizing Purchase of Laptops, Desktops, Associated Components and Licensing
10. Review, Discussion and Possible Action
  - A. Approval to Purchase of Uninterruptible Power Supply
  - B. Approval to Purchase Laserfiche Annual Support
  - C. Discussion and Possible Action to Approve Changes to Section 7.2 Timesheets in the Financial Policy and Procedures Manual

D. Discussion and Possible Action to Approve Donations of Excess PPE

E. \*Discussion and Possible Approval of Highline Consulting Time

11. Next meeting date and time

12. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

**Michelle L Roettger**  
County Treasurer

Stephanie L Kleinheinz  
Deputy Treasurer



Office of County Treasurer  
51 South Main Street  
Janesville, WI 53545-3951  
Office: 608-757-5670  
Fax: 608-757-5577  
michelle.roettger@co.rock.wi.us

## ROCK COUNTY, WISCONSIN

November 29, 2021

### FOR IMMEDIATE RELEASE

The 2021 real estate property and personal property tax bills for Rock County are being mailed. The tax bills will also be on Rock County's website, [www.co.rock.wi.us](http://www.co.rock.wi.us)

The first installment of the 2021 tax bills are due on or before January 31<sup>st</sup>. Please read your tax bill to see if you pay to the County Treasurer or your Local Treasurer. For example, City of Janesville property owners pay the County Treasurer while Town of Janesville property owners pay the Town of Janesville Treasurer.

For property owners who pay to the County Treasurer, our office is currently not open for in-person payments. There are **two Tax Payment Drop Boxes** located inside the Rock County Courthouse 51 South Main Street, Janesville. One before security and one after security on the second floor next to the Treasurer's office door. Normal business hours are 8:00 a.m. to 5:00 p.m. **The Courthouse will be closed December 23<sup>rd</sup>, 24<sup>th</sup>, & 31<sup>st</sup>.** Please make Check, Money Order, Cashier's/Official Check payable to: **Rock County Treasurer** and include all tax id numbers with amounts that you are paying on each. If paying by mail or bill pay, the **mailing address is 51 South Main Street, Janesville, WI 53545.** Please include a self-addressed stamped envelope if you would like a receipt mailed back to you. You can also pay online using GovTech Services through our website, if the county collects the first installment. To pay online visit [www.co.rock.wi.us](http://www.co.rock.wi.us) click on Government, Treasurer, Paying Property Taxes, Payment Options GovTech Services Inc. website. There is a fee for using this method of payment Electronic Check, Credit/Debit Card. (VISA, MasterCard, Discover, and American Express). Or by calling 1-855-912-7625 and following the voice prompts.

For questions, please call our office during normal business hours at 1-608-757-5670 listen to the voice message and stay on the line.

Public parking is in the front only (upper & lower parking lots) and you must go through Security if you want to come to the 2<sup>nd</sup> floor to use drop box next to Treasurer's office.

Effective Monday, August 16th, 2021, all Rock County staff and visitors to County facilities will be required to wear masks.

**The Treasurer's Office is currently not accepting in-person payments.**

STOP THE SPREAD OF COVID-19

Simple steps to protect yourself and others:

Wear a mask.

Keep 6 feet apart.

Wash your hands.

Stay home if not feeling well.



Pay your property taxes **online**:

[www.co.rock.wi.us/treasurer-paying-property-taxes#payment-options](http://www.co.rock.wi.us/treasurer-paying-property-taxes#payment-options) fee applies

Pay your property taxes by **phone**:

1-855-912-7625 follow the voice prompts/fee applies

Drop payment in drop box located in lobby of Courthouse before security. **Receipts?** Enclose a self-addressed, stamped envelope or include your email address.

Make check payable to **Rock County Treasurer**

**Questions?** Call Treasurer's office at 608-757-5670 listen to the message and stay on the line.

Michelle 608-757-5675 Stephanie 608-757-5674

Reasons not to open Treasurer's door:

Lines of people coming through security.

Lines of people in hallway will affect all employees from all departments.

Risking everyone's health, whether employee or taxpayer and other taxpayers in the same area at the same time.

Two of four seasonal workers will not work in Treasurer's office if door is open to public, they have underlying health issues.

It's employees' health and safety that's on the line.

Other options to pay: mail, 2 drop boxes, online, phone.

We offer receipts by email or mail.

The Treasurer's office is the County's bank. Last year, the last week of December & first week of January, two full time staff were out with COVID. Fortunately, it was not me, so the daily banking got done. If one or two of us must be quarantined or worse- it hurts the entire staff and could incapacitate our department.

We are trying to be accommodating to everyone, including ourselves. We have been in the office since March 2020 and answer phone calls to help the taxpayers with their questions. We take appointments when requested. We gave the security officers our direct phone numbers to give out when taxpayers have questions.

We have been vaccinated, but cannot guarantee that we won't be exposed and carry to the next person, whether showing symptoms or not.

What public health measures to reduce the spread of COVID-19 are recommended by the CDC?

Avoid crowds and practice social distancing (stay at least 6 feet apart from others)

Cover your mouth and nose with a cloth face covering or non-surgical mask when around others.

Wash hands frequently.

My biggest concern is that we all stay safe, and I know we can't please everyone, so with this being said, I have decided not to open the Treasurer's door to the public until further notice.

Thanks & Stay Well!

Michelle R

ROCK COUNTY, WISCONSIN



FINANCE COMMITTEE
Minutes – NOVEMBER 18, 2021

Call to Order. Chair Mawhinney called the meeting of the Finance Committee to order at 5:00 P.M. on Tuesday, November 18, 2021, in the Jury Deliberation Room, Fourth Floor, Courthouse East.

Committee Members Present. Supervisors Mawhinney, Davis, Fox, Aegerter (5:10 P.M.), and Rich Bostwick.

Committee Members Excused: None.

Staff Members Present. Sherry Oja, Finance Director; Josh Smith, County Administrator; Richard Greenlee, Corporation Counsel; Ryan Wiesen, Assistant Finance Director; Jennifer Thompson, ADRC/Adult Protective Services Division; Jim Sandvig, Director of IT; Terri Carlson, Risk Manager; Brent Sutherland, Facilities Director; Lisa Tollefson, County Clerk.

Others Present: Supervisors Williams and Podzilni.

Approval of Agenda. Supervisor Davis moved approval of the agenda as presented, second by Supervisor Rich Bostwick. ADOPTED.

Citizen Participation, Communications and Announcements

Supervisor Bostwick informed the committee that Supervisor Aegerter will be late.

Approval of Minutes – October 28, 2021 and November 4, 2021

Supervisor Bostwick moved approval of the October 28, 2021 and November 4, 2021 minutes as presented, second by Supervisor Davis. ADOPTED.

Transfers and Appropriations

Sheriff's Office

FROM

Table with 2 columns: Account #, Amount. Row 1: 21-2100-0000-63406, \$6,155. Row 2: Clothing & Uniform Exp – LES

TO

Table with 2 columns: Account #, Amount. Row 1: 21-2200-0000-63406, \$6,155. Row 2: Clothing & Uniform Exp - Jail

Sheriff's Office

FROM

Table with 2 columns: Account #, Amount. Row 1: 21-2100-0000-62410, \$18,106. Row 2: Repair & Maintenance – Vehicles

TO

Table with 2 columns: Account #, Amount. Row 1: 21-2100-0000-67120, \$18,106. Row 2: Cap Assets \$2,000 to \$25,000

County Administrator

<b>FROM</b>		<b>TO</b>	
<b>Account #</b>	<b>Amount</b>	<b>Account #</b>	<b>Amount</b>
19-1922-0000-64904	\$23,000	08-1420-0000-62119	\$23,000
Contingency Fund		Other Contracted Services	

Supervisor Fox moved approval of all transfers, second by Supervisor Davis. ADOPTED.

**Review of Payments**

The committee reviewed the payments.

**Review of Payments Over \$10,000**

The committee reviewed the payments.

**Committee Review and Approval of Per Meeting Allowances**

Supervisor Bostwick moved to approve the per meeting allowances of \$14,822, second by Supervisor Mawhinney. ADOPTED.

**Resolutions and Committee Endorsements**

**Authorizing Acceptance of 2022 Highway Safety Grant**

“**NOW, THEREFORE BE IT RESOLVED** by the Rock County Board of Supervisors assembled this \_\_\_\_ day of \_\_\_\_\_, 2021, that the Rock County Sheriff is authorized to accept funds under the Highway Safety Grant and,

**BE IT FURTHER RESOLVED**, that the 2021 budget be amended as follows:

...”

Supervisor Davis moved approval of the above resolution, second by Supervisor Fox. ADOPTED.

**Authorizing Acceptance of 2021 Edward Byrne Memorial Justice Assistance Grant and Amending 2021 Budget**

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does approve and authorize the acceptance of the 2021 Edward Byrne Memorial Justice Assistance Grant; and,

**BE IT FURTHER RESOLVED**, that the Finance Director, under the direction of the Rock County Board of Supervisors is authorized to accept all funds on behalf of the County of Rock, the City of Beloit, and the City of Janesville; and,

**BE IT FURTHER RESOLVED**, that the Sheriff’s Office’s budget for 2021 be amended as follows:

...”

Supervisor Davis moved approval of the above resolution, second by Supervisor Fox. ADOPTED.

**Authorizing Acceptance of Law Enforcement Drug Trafficking Response (2022) Grant and Amending 2021 Budget**

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does approve and authorize the acceptance of the Law Enforcement Drug Trafficking Response

(2022) Grant; and,

**BE IT FURTHER RESOLVED**, that the Chair of the Rock County Board of Supervisors is authorized to accept the funds on behalf of the County of Rock; and,

**BE IT FURTHER RESOLVED**, that the Sheriff's Office's budget for 2021 be amended as follows:

..."

Supervisor Fox moved approval of the above resolution, second by Supervisor Davis. ADOPTED.

**Amending the 2021 Human Services Budget to Accept Additional APS Funding**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby authorize the acceptance of the Additional APS Funding.

**BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2021 be amended as follows:

..."

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Fox. ADOPTED.

**Amending the 2021 Council on Aging Budget to Adjust the Following Older Americans Act Programs: 5310 Mobility Management and MIPPA Grant Allocations**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 does hereby amend the 2021 Rock County Council on Aging budget as follows:

..."

Supervisor Bostwick moved approval of the above resolution, second by Supervisor Fox. ADOPTED.

Supervisor Aegerter arrived at 5:10 P.M.

**Accepting Wisconsin Partnership Program Grant Funds and Amending the 2022 Rock County Public Health Department Budget**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 does hereby authorize Rock County Public Health Department to accept funding of \$150,000 through the Wisconsin Partnership Program Grant and amend the 2022 Rock County Public Health Department budget as follows:

..."

Supervisor Fox moved approval of the above resolution, second by Supervisor Bostwick. ADOPTED.

**Authorizing Participation in the Uniquely Wisconsin Tourism Campaign and Amending the 2021 Budget**

**“NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does authorize participation in the Uniquely



Wisconsin tourism campaign at a commitment of \$60,000 using American Rescue Plan Act (ARPA) funding.

**BE IT FURTHER RESOLVED**, that the 2021 budget be amended as follows:

...”

Supervisor Aegerter moved approval of the above resolution, second by Supervisor Davis. Josh Smith spoke to this resolution. He reminded the committee that ARPA funding can be used for tourism. The Wisconsin Counties Association is putting on this campaign. This is through Discover Wisconsin. ADOPTED.

**Update, Discussion and Possible Action**

None.

**Adjournment**

Supervisor Fox moved adjournment at 5:16 P.M., second by Supervisor Davis. ADOPTED.

Respectfully submitted,

Haley Hoffman  
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

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COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF NOVEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH					
		P2100048	11/18/2021	UNITED MAILING SERVICES INC	MONTHLY PRESORT FEES	1,041.71
		P2100049	11/04/2021	UNITED STATES POSTAL SERVICE	REPLENISH POSTAGE	20,000.00
00-0000-0001-22158	SHORT TERM DISAB					
		P2100490	11/24/2021	NATIONAL INSURANCE SERVICES OF	STD NOVEMBER	25,306.16
00-0000-0001-22159	LONG TERM DIS					
		P2100490	11/24/2021	NATIONAL INSURANCE SERVICES OF	LTD NOVEMBER	16,549.33
<b>GENERAL FUND PROG TOTAL</b>						<b>62,897.20</b>

I have reviewed the preceding payments in the total amount of **\$62,897.20**

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 \_\_\_\_\_ Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF NOVEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
05-1500-0000-63100	Office&Misc Exp	P2100024	11/18/2021	US BANK	ACCOUNTING SUPPLIES	540.77
05-1500-0000-63107	Legal Notices	P2100025	11/11/2021	ADAMS PUBLISHING GROUP OF SOUT	LEGALS FOR PURCHASING	32.67
05-1500-0000-68010	Expense Alloc	P2100027	11/11/2021	PACKAGE PRO EXPRESS DELIVERY I	OCTOBER COURIER SERVICES	4,094.73
<b>Financial Services PROG TOTAL</b>						<b>4,668.17</b>
05-1560-0000-62400	R & M Services	P2100676	11/11/2021	RHYME BUSINESS PRODUCTS	2021 COLOR COPIER LEASE	844.00
05-1560-0000-63100	Office&Misc Exp	P2102100	11/24/2021	BEAR GRAPHICS INC	BEAR GRAPHICS CALENDARS	312.83
05-1560-0000-63104	Print/Duplicate	P2100024	11/18/2021	US BANK	DUPLICATION SUPPLIES	1,683.30
<b>Central Services PROG TOTAL</b>						<b>2,840.13</b>

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF NOVEMBER 2021

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total amount of **\$7,508.30**

Date: Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF NOVEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
07-1430-0000-62119	Other Services					
		P2101774	11/18/2021	RHYME BUSINESS PRODUCTS	RHYME ANNUAL LEASE AGREEMENT	9,497.83
		P2102154	11/24/2021	ROBERT HALF TECHNOLOGY	WEEK END 9/24 JAMES J	11,128.00
07-1430-0000-62491	Software Maint					
		P2100517	11/18/2021	ORACLE CORPORATION	ORACLE BUSINESS INTELLIGENCE (	2,104.40
		P2100536	11/24/2021	SMARSH INC	SMARSH MONTHLY - NOV	4,813.95
		P2102159	11/18/2021	GOLDFAX	MONTHLY PLAN 10/27 - 11/28	724.30
07-1430-0000-64200	Training					
		P2102231	11/18/2021	CORE BTS INC	COMP TIA SEC+ TRAINING KAYNE	2,545.00
		P2102242	11/24/2021	CORE BTS INC	MICROSOFT AZURE ADMIN TRAINING	1,400.00
<b>Information Technology PROG TOTAL</b>						<b>32,213.48</b>
07-1444-0000-67135	Software>\$25,000					
		P2101438	11/24/2021	CDW GOVERNMENT INC	MICROSOFT O365 GROUPS DISCUSS	205.00
<b>IT Capital Projects PROG TOTAL</b>						<b>205.00</b>
07-1450-0000-62491	Software Maint					
		P2100527	11/18/2021	AMERICAN DATA	FINANCIAL SETUP/TRAINING	525.00
		P2100811	11/11/2021	TRADS	MONTHLY CHARGES FOR OCTOBER	388.60
07-1450-0000-67143	IT Cross-Charges					
		P2101421	11/11/2021	CORE BTS INC	REFERENCE QUOTE Q-20809	44,759.08
		P2101805	11/18/2021	NETSMART TECHNOLOGIES INC	PROFESSIONAL SERVICES-ORDERCON	1,400.00
		P2101966	11/18/2021	WATCHGUARD VIDEO	VISTA XLT, MAGNETIC SHIRT MOUN	662.00
		P2102160	11/18/2021	MARCO TECHNOLOGIES LLC	FINALIZED 10 DIGIT DIALING AND	1,837.50
		P2102204	11/18/2021	GOVERNMENTJOBS.COM INC	CANDIDATE TEXT MESSAGING 2021	179.92
		P2102241	11/24/2021	IDENTISYS INC	ANNUAL SUPPORT FOR THE WICAMS	710.00
		P2102243	11/24/2021	MARCO TECHNOLOGIES LLC	COURTROOM SPEAKERS A,B, AND C	818.00
		P2102244	11/24/2021	RTVISION INC	ANNUAL TIMECARD-PLUS	7,850.00
<b>IT Charges to Departments PROG TOTAL</b>						<b>59,130.10</b>

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF NOVEMBER 2021

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total amount of **\$91,548.58**

Date: Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF NOVEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
14-1410-0000-44155	Work Permits	P2100314	11/18/2021	EQUAL RIGHTS DIVISION	OCTOBER WORK PERMITS	172.50
14-1410-0000-62210	Telephone	P2101044	11/18/2021	LANGUAGE LINE SERVICES	OCT-LANGUAGE LINE	28.93
14-1410-0000-63100	Office&Misc Exp	P2100310	11/18/2021	US BANK	OFFICE SUPPLIES AND PAPER	82.78
<b>County Clerk PROG TOTAL</b>						<b>284.21</b>

I have reviewed the preceding payments in the total amount of **\$284.21**

Date: \_\_\_\_\_ Dept Head \_\_\_\_\_  
Committee Chair \_\_\_\_\_



**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF NOVEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
15-1540-0000-63300	Travel	P2100052	11/18/2021	US BANK	HOTEL OCTOBER WCTA CONFERENCE	288.00
15-1540-0000-64926	Bank Charges	P2100042	11/18/2021	BRINKS INC	MONTHLY CRG FOR DAILY PICKUP	708.11
<b>County Treasurer PROG TOTAL</b>						<b>996.11</b>

I have reviewed the preceding payments in the total amount of **\$996.11**

Date: \_\_\_\_\_  
Dept Head \_\_\_\_\_  
Committee Chair \_\_\_\_\_

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF NOVEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
17-1710-0000-63100	Office&Misc Exp	P2100469	11/24/2021	US BANK	OFFICE SUPPL/TRAINING OCT2021	336.90
17-1710-0000-63106	Plat Books	P2100467	11/24/2021	MAPPING SOLUTIONS	PLAT BOOK SALES OCT 2021	50.00
17-1710-0000-64200	Training	P2100469	11/24/2021	US BANK	OFFICE SUPPL/TRAINING OCT2021	82.00
<b>Register of Deeds PROG TOTAL</b>						<b>468.90</b>

I have reviewed the preceding payments in the total amount of **\$468.90**

Date: \_\_\_\_\_

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF NOVEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
19-1915-0066-61610	Health Insurance					
		P2100496	11/18/2021	MEDITERRANEAN WELLNESS LLC	OCTOBER WELLNESS, EDUCATION	2,967.00
		P2102214	11/18/2021	VAXPRO LLC	FLU VACCINES, EMPLOYEE CLINICS	805.00
<b>Health Insurance PROG TOTAL</b>						<b>3,772.00</b>

I have reviewed the preceding payments in the total amount of **\$3,772.00**

Date: \_\_\_\_\_  
Dept Head \_\_\_\_\_  
Committee Chair \_\_\_\_\_

COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF NOVEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
21-2590-0000-64904	Sundry Expense	P2100123	11/04/2021	GRAINGER	SURGICAL MASKS - COVID REPLENI	2,400.00
<b>COVID-19 Purchases PROG TOTAL</b>						<b>2,400.00</b>
21-2590-1000-64904	Sundry Expense	P2100836	11/18/2021	US BANK	FOOD FOR BTC COVID SITE	720.00
<b>BTC Testing Site PROG TOTAL</b>						<b>720.00</b>

I have reviewed the preceding payments in the total amount of **\$3,120.00**

Date: Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**Rock County**  
**REPORT OF PAYMENTS OVER \$10,000**

11/24/2021

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount Paid</u>
P2001886	FACILITIES	CH Facility	ELECTRIC CONSTRUCTION INC	FIRE ALARM	17,979.94
P2002111	REAL PROPERTY	Land Records	PROWEST AND ASSOCIATES INC	GIS DATABASE UPGRADE SERVICES	13,701.63
P2100043	SHERIFF	Corrections	ADVANCED CORRECTIONAL HEALTHCA	2021 OVERAGES	112,949.85
P2100049	NOT APPLICABLE	GENERAL FUND	UNITED STATES POSTAL SERVICE	REPLENISH POSTAGE	20,000.00
P2100053	SHERIFF	Corrections	BI INC	OCTOBER MONITORING	18,883.10
P2100074	SHERIFF	Corrections	ARAMARK CORRECTIONAL SERVICES	SEPTEMBER INMATE MEALS	47,381.25
P2100131	SHERIFF	Sheriff LES	KWIK TRIP EXTENDED NETWORK	CAR WASH	23,652.02
P2100154	NOT APPLICABLE	Emergency Mgmt	US BANK	EM CONFERENCE HOTEL	13,988.29
P2100210	FACILITIES	HSD Builiding	DIVERSIFIED BUILDING MAINTENAN	OCT - CLEANING DWRC	53,816.00
P2100233	MEDICAL EXAMINER	Medical Examiner	DANE COUNTY MEDICAL EXAMINERS	RCME FORENSIC REVIEW	167,743.30
P2100329	SHERIFF	Sheriff LES	EWALD MOTORS OF OCONOMOWOC LLC	2021 CHEVY TAHOE WITH 4WD, 4DR	38,247.00
P2100353	ROCK HAVEN	Contract Service	GENESIS REHABILITATION SERVICE	ST	23,958.09
P2100404	ROCK HAVEN	Administration	WISCONSIN DEPARTMENT OF HEALTH	PROVIDER TAX	21,760.00
P2100490	NOT APPLICABLE	GENERAL FUND	NATIONAL INSURANCE SERVICES OF	LTD NOVEMBER	41,855.49
P2100989	FACILITIES	Pinehurst Projec	VENTURE ARCHITECTS LLC	ARCHITECTURAL AND ENGINEERING	40,985.51
P2101171	COA	Delivered Meals	BEST EVENTS	W-O 07-26-21 MESALS	45,609.45
P2101224	FACILITIES	CH Facility	HALVERSON CARPET CENTER LTD	REMOVE AND INSTALL	19,046.00
P2101421	INFORMATION TECH	IT Cross Charges	CORE BTS INC	REFERENCE QUOTE Q-20809	44,759.08
P2101745	FACILITIES	CH Facility	BAUER AND RAETHER BUILDERS INC	RENOVATION OF DISTRICT ATTORNE	69,555.20

**Rock County**  
**REPORT OF PAYMENTS OVER \$10,000**

11/24/2021

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<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount Paid</u>
P2101887	SHERIFF	Emergency Mgmt	AMERICAN SIGNAL CORPORATION	SIREN REPLACEMENT IN EDGERTON	10,248.00
P2101893	FACILITIES	IT and 911	JP CULLEN AND SONS INC	911/IT REMODEL	45,000.00
P2102080	FACILITIES	Glen Oaks	HALVERSON CARPET CENTER LTD	FLOORING MATERIALS (NO LABOR)	20,260.00
P2102218	LAND CONSERV.	LWC Plan Implemt	HOFFMAN,DARLES D	NUTRIENT MANAGEMENT LR-019.21	12,996.00

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CLAIMS IN THE AMOUNT OF \$924,375.20 HAVE BEEN PAID FOR THE MONTH OF NOVEMBER 2021

PLEASE CONTACT THE FINANCE DIRECTOR WITH ANY QUESTIONS:

SHERRY OJA

608-757-5534

SHERRY.OJA@CO.ROCK.WI.US

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Patrick Singer  
DRAFTED BY

Finance Committee  
SUBMITTED BY

11/19/2021  
DATE DRAFTED

**Resolution Authorizing Purchase of Netsmart Avatar Hosting and Upgrade**

**WHEREAS**, the Rock County Human Services Department (HSD) has utilized the myAvatar electronic health record (EHR) software solution from Netsmart Technologies since August 2013; and,

**WHEREAS**, the Rock County Information Technology Department (IT) has prioritized a shift to vendor hosted solutions and modern browser delivered applications when possible; and,

**WHEREAS**, Netsmart Technologies provides a cloud hosted option that twelve out of the other current fourteen Wisconsin counties utilizing the product avail themselves of; and,

**WHEREAS**, Netsmart Technologies has also developed an upgrade to the existing myAvatar solution, called AvatarNX, which can be accessed via a modern web browser; and,

**WHEREAS**, both of these options provide improved accessibility and efficiency for HSD users as well as aligns with the strategic direction IT has for large software applications within the organization; and,

**NOW, Therefore, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 authorize amendment to the original software agreement and the purchase agreement with Netsmart Technologies, Inc. for an amount not to exceed \$243,284.00 for the cloud hosting migration and solution upgrade.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Richard Bostwick

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats., requires the project to be let to the lowest responsible bidder and in 2012 Netsmart Technologies was the lowest responsible bidder and awarded the original software agreement.

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

**FISCAL NOTE:**

Funds were included in the 2022 budget for this project. The project is being funded with tax levy.

/s/Sherry Oja

Sherry Oja  
Finance Director

**Executive Summary**

The Human Services Department has been using the myAvatar electronic health record (EHR) since August 2013 which provides clinical documentation storage and billing functionality for the behavioral health area.

Since the initial launch the product has been hosted on Information Technology Department infrastructure located within county facilities. In a shift to where the larger industry is headed, the IT Department has a strategic direction to shift these types of solutions to vendor hosted where available and appropriate.

Additionally, the shift from a desktop driven application to one that is delivered via a modern web browser (AvatarNX) is also offered by the vendor if the agency is hosted on their hardware.

Below are some key benefits of migrating to the vendor hosting:

- 99.9% uptime-Avatar is online available and operational
- Disaster recovery and improved data security
- 24/7/365 support

The biggest value with AvatarNX is the enhanced user experience and the ability to better support a remote workforce as well as these additional areas:

- Staff having improved access to the application by reducing other software dependencies on the desktop.
- The system will no longer with be dependent on Java which reduces support issues to be addressed.
- Enhanced user interface and experience with workflows that support the clinician, improving productivity

This resolution authorizes Rock County Information Technology to enter into an agreement with Netsmart Technologies for the cloud hosting service as well as the AvatarNX upgrade for an amount not to exceed \$243,284.00.



## NETSMART HOSTING ADDENDUM TO LICENSE

This Addendum dated December , 2021 (the “Addendum Effective Date”) is a supplement to the terms of the License and Services Agreement dated as of June 29, 2012, (“Master Agreement”) by and between Netsmart Technologies, Inc. (“Netsmart”) and Rock County (“Client”).

1. **PURPOSE OF ADDENDUM** This Addendum states the terms and conditions under which Netsmart will provide software hosting services and permit Client to load Data on the Hosted System via a virtual private network (“VPN”) or Secure Socket Layer (“SSL”).

2. **DEFINITIONS** Capitalized terms in this Addendum that are not defined below will have the same meaning as the terms that are given in the Master Agreement. All references to Schedules mean the Schedules attached to this Netsmart Hosting Addendum to License unless otherwise indicated.

- a) “Changes” All Changes to the standard terms of this addendum will be contained in Schedule 2(z).
- b) "Client Hardware" means the computer hardware and communications equipment required by Client to log on to the System and use the Software Services and is the responsibility of Client to obtain.
- c) “Data” has the meaning provided in Section 6
- d) “Hosted System” means the hardware and software in a cloud computing environment that are used to provide access to the Licensed Programs as defined in the Master Agreement.
- e) “Month 1” means the first day of the first month after mutual contract execution.
- f) “Netsmart Provided Hardware” means any equipment provided to the Client by Netsmart
- g) "Service Charges" means the amount to be paid by Client for
  - i) Netsmart’s data center usage;
  - ii) Any Netsmart Provided Hardware ;
  - iii) Any Professional Services
  - iv) The payment terms for Service Charges is set forth in Addendum Schedule 2(b) for professional services, Addendum Schedule 2(c) for third party products and Addendum Schedule 2(d) for recurring charges.
- h) “SLA” is an abbreviation for Service Level Agreement. The Service Level Agreement, or SLA, describes the functions, features and performance capabilities of the Hosted System as available at Client’s site and is set forth in Addendum Schedule 2(e).

i) “Year 1” means the period from the Addendum Effective Date through its one year anniversary.

### 3. **TERM**

- a) Netsmart hereby grants Client a non-transferable, non-exclusive right to access the Hosted System for a period of 60 months from the Addendum Effective Date (the “Initial Term”).
- b) Client has the option to terminate the hosting relationship with Netsmart prior to the expiration of the Initial Term, on sixty (60) days’ notice to Netsmart and payment of an early termination fee equal to ten percent (10%) of the contracted remaining hosting fees through the expiration of the Initial Term.
- c) At the expiration of the Initial Term this Agreement will be automatically renewed on an annual basis on the anniversary of the Addendum Effective Date for additional one year terms (“Option Terms”). Either party may terminate this agreement as of the last day of the Initial Term or any Option Term, by giving the other party not less than one-hundred and eighty (180) days, in the case of a termination by Netsmart, or sixty (60) days, in the case of termination by Client, written notice of termination prior to the last day of the Initial Term, or the last day of any Option Term as the case may be.
- d) The Hosted Software Services may be used by Client only:
  - i) for Client’s internal business purposes and not to process the data of any other entity; and
  - ii) for access by the maximum number of named users permitted under the Master Agreement; and
  - iii) so long as the Client is not otherwise in default under the Master Agreement or this Addendum.

Subsections (i), (ii), and (iii) above shall be understood to permit non-employees of Client, such as agents or contractors who have a need for access to the Licensed Programs to support the internal operations of Client, to be added as named users for the Licensed Programs.

- e) This Addendum does not convey to Client any title or ownership interest in the Hosted Systems or the Licensed Programs. Client has additional rights in the Licensed Programs, however, under the Master Agreement.
- f) The Hosting Services covered by this Addendum are provided solely to Client. Client is prohibited from engaging in any activity that

makes these Hosting Services available to third parties.

4. **CHARGES AND PAYMENT TERMS**

- a) Client agrees to pay Netsmart the Service Charges in the amounts and at the times set forth in Addendum Schedules. With the exception of the initial invoice which is due net forty five (45) days after contract execution, invoices are payable net thirty (30) days after invoice date. Thereafter, any outstanding balance shall bear simple interest at the lower of 18% per annum or the highest interest rate permitted by law. Failure to make timely payment is considered a material default of the Agreement. Delinquent accounts will be subject to Netsmart's Delinquent Account Escalation Policy set forth at <http://www.ntst.com/ARpolicy>.
- b) Netsmart agrees that it will not revise the Charges for Hosting Services during the first year of this Addendum. Thereafter, Charges will not be increased by more than 5% annually.

5. **TAXES**

The Charges set forth in this Agreement do not include any taxes. Where applicable, there shall be added to such Service Charges and Client shall pay amounts equal to any taxes (however designated, levied, or based) on such Service Charges including, but not limited to, state and local sales, privilege, property, use or excise taxes, but not including taxes based on the net income of Netsmart.

6. **PROTECTION OF CLIENT DATA**

As used in this paragraph 6, the word "Data" means all information acquired from Client that will reside on a Netsmart secure server and be maintained for Client during the performance of this Agreement. Netsmart will maintain the Data in accordance with

generally accepted security standards applicable to protected health information and as required by law. Under no circumstance shall Netsmart attempt to access or permit access to Data that is not required for the performance of Netsmart's obligations under this Addendum. Upon termination of this Addendum for any reason Netsmart will make a machine readable copy of the Data available to Client.

7. **GENERAL TERMS**

Except as expressly set forth in this Addendum, the relationship between Netsmart and Client will be governed by the provisions of the Master Agreement.

8. **SURVIVAL OF TERMS**

In the event this Addendum terminates pursuant to its terms, the Master Agreement will continue in full force and effect.

9. **CROSS DEFAULT**

A default by Client and resulting termination of the Master Agreement will similarly terminate the license rights granted by this Addendum. A default and termination of this Addendum, however, will not constitute grounds for termination of the Master Agreement, unless the default under this Addendum would likewise be grounds for termination of the Master Agreement

10. **USE OF NETSMART WEBSERVICES**

If separately purchased, Netsmart supports the use of Netsmart-provided web services in both the SaaS and hosted environmental platforms. A secure medium for transmission of web services data is required in order to connect to the cloud computing environment.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date first above written.

<p><b>Netsmart Technologies Inc.</b></p> <p>BY: _____ _____</p> <p style="text-align: center;">(PRINTED NAME)</p> <p>TITLE: _____</p> <p>DATE: _____</p>	<p><b>Rock County</b></p> <p>BY: _____ _____</p> <p style="text-align: center;">(PRINTED NAME)</p> <p>TITLE: _____</p> <p>DATE: _____</p>
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**Addendum Schedule 2(a)**  
**Client Hardware**

Client is not purchasing hardware from Netsmart. If Client is acquiring their own hardware, Netsmart will require a detailed description of the intended server configuration for Netsmart's approval prior to purchase to ensure the hardware meets the below requirements. Technical requirements may change over the course of the Master Agreement and as such, Netsmart shall notify Client of any change in which Client is expected to reasonably adopt to meet then-current technical requirements.

Access to Netsmart's required hardware configurations is located on the following link by solution:

URL: <https://wikihelp.ntst.com/special:Userlogin>

Username: Netsmart\_Prospect

Password: Netsmart1

**Addendum Schedule 2(b)**  
*Netsmart Professional Services for Plexus Cloud Hosting*

<b>Item</b>	<b>Price</b>	<b>Payment Terms</b>
<b>Hosting Set-up Services:</b> <ul style="list-style-type: none"> <li>• Building the live and test databases, the reporting systems, and the web server system in the cloud computing environment</li> <li>• Installation of all Licensed Programs together with any patches for optimal performance</li> <li>• Configuration &amp; testing of software programs</li> <li>• Establishing security infrastructure</li> <li>• Establishing backup/disaster recovery environments</li> <li>• Setting up VPN client, VPN appliance, or SSL connectivityOne copy of client installable Checkpoint VPN Software (if applicable)</li> </ul>	\$25,000.00	Due upon contract execution
Data Migration from Client's Server to Netsmart Data Center	\$6,400.00	Due upon contract execution
Project Management	\$8,000.00	Due upon contract execution
<b>Total Charges – Plexus Cloud Hosting Professional Services</b>	<b>\$39,400.00</b>	

**Addendum Schedule 2(c)**  
*Netsmart Professional Services for myAvatar NX Upgrade*

<b>myAvatar NX Upgrade</b>	<b>Price</b>	<b>Payment Terms</b>
Professional Services – myAvatar NX Upgrade	\$50,800.00	50% of Services due at myAvatar NX Project Kick-off  50% of Services due at myAvatar NX Go-Live
<b>Total Charges – myAvatar NX Upgrade</b>	<b>\$50,800.00</b>	

**Addendum Schedule 2(d)**  
*Recurring Charges*

<b>Description</b>	<b>Payment Due Annually</b>
<p><b>Plexus Cloud Hosting for myAvatar:</b>            Hosting of Licensed Programs licensed by Client as described in Schedule A of the Master Agreement.</p> <ul style="list-style-type: none"> <li>• Annual price is based upon a rate of \$120.00 per concurrent user per month for 95 concurrent users.</li> <li>• Annual fee will commence upon Addendum execution. Payments beyond Year 1 are due on each anniversary of the Effective Date during the Initial Term.</li> <li>• Additional concurrent users can be added at a rate of not less than \$120.00 per concurrent user per month for a period of one year from the date of this Agreement.</li> </ul>	\$136,800.96
<p><b>Plexus Cloud Hosting for Perceptive:</b></p> <ul style="list-style-type: none"> <li>• Annual price is based upon a rate of \$14.28 per concurrent user per month for 95 concurrent users.</li> <li>• Annual fee will commence upon Addendum execution. Payments beyond Year 1 are due on each anniversary of the Effective Date during the Initial Term.</li> <li>• Additional concurrent users can be added at a rate not less than \$14.28 per concurrent user per month for a period of one year from the date of this Agreement.</li> </ul>	\$16,279.20
<b>Total Recurring Charges</b>	<b>\$153,080.16</b>

\*If Client has licensed Avatar and is moving to a cloud computing environment, the previous licenses for Cache from Intersystems are terminated and Client is no longer obligated to pay for Cache licenses as of the go-live date of the hosting environment.

**Addendum Schedule 2(e)**  
**SERVICE LEVEL AGREEMENT**  
**For**  
**Hosting Account Services**

**1. Coverage**

This Section sets forth the System Availability commitments for Hosting Services. If monthly System Availability (as defined below) falls below 99.9%, Netsmart will provide a credit against the Client’s next monthly Hosting Fees to account for the downtime. The appropriate credit percentage (%) will be determined based on the following table.

System Uptime %	Credit %
>= 99.0% and < 99.9%	5%
98.0 to 98.9%	10%
96.0 to 97.9%	15%
< 95.9 or below	25%

**2. System Availability Calculation**

- a) Netsmart will calculate System Availability as set forth below for each month during the Term of this Netsmart Contract Addendum.
- b) System Availability will be calculated as follows (and will be rounded to up to the next one tenth of a percentage point):

$$\text{System Availability} = [ (\text{Base Time} - \text{Unscheduled Downtime}) / (\text{Base Time}) ] \times 100$$

“Base Time” equals the product of the number of days in the applicable month times 24 hours times 60 minutes.

“Unscheduled Downtime” equals the time (in minutes) during which the Production System is not operational (excluding “Scheduled Downtime”) from Netsmart’s Hosting facility internet connection based on the measuring methodology documented below.

“Scheduled Downtime” equals the aggregate total of all minutes of planned and scheduled maintenance performed during the month to perform any necessary hardware, operating system, network, database, application software maintenance, repair, upgrades, and updates. Netsmart will work with Client to determine and use commercially reasonable efforts to Schedule Downtime after regular business hours, during times that minimize the disruption to operations. The amount of scheduled downtime may vary from month to month depending on the level of change to the system such as the project implementation phase, adding new products, upgrading products, etc.

- c) Client is permitted to audit the Unscheduled Downtime based on the methodology established below. Netsmart agrees to cooperate with Client in connection with any audit of the Unscheduled Downtime. This audit must take place within 30 days of the month end.
- d) Netsmart recommends that Client implement, on a timely basis, the Service Packages that will be provided to Client by Netsmart on a periodic basis. Netsmart will advise Client on Service Packages that may enhance performance and availability and will advise Client of the advantages of implementing the Service Packages as well as the implication of electing not to implement the Service Packages. Netsmart will perform the technical requirements needed for Client to use the Service Packages that Client elects to implement, at no additional charge and as part of the Hosting Fees. Client and Netsmart will work together to establish a mutually agreeable implementation schedule for the Service Packages. Upon notice to Client that the System’s performance and availability will be adversely affected if Client elects not to implement a Service Package, Client will waive any credits set forth above, until such time as Client performs its obligations as necessary to implement the required Service Packages.

- e) Client must allow Netsmart to implement the latest Netsmart supported layered software version (i.e. OS, DBMS, etc.) and patches within six (6) months of the general support announcement from Netsmart. Netsmart will advise Client regarding the layered software enhancements as well as the implications of electing not to implement the layered software enhancements. Netsmart will perform the technical requirements needed for Client to use the layered software enhancements that Client elects to implement as part of the Hosting Service fees. Client and Netsmart will work together to establish an implementation schedule for the layered software enhancements. If Netsmart provides notice to Client that the System's performance and availability will be adversely affected if Client elects not to implement the layered software enhancements, Client waives its right to any credits set forth above until Client implements the required layered software enhancements.
- f) If Client is operating beyond the Scope of Use limits, Client waives its right to any credits set forth above until Client is in compliance with Scope of Use.
- g) The System will be considered in a System Stabilization Period during the seventy-two (72) hour window following the First Productive Use and following a Major System Change. During a System Stabilization Period, changes to the System may be required to achieve optimal performance and Unscheduled Downtime or Scheduled Downtime minutes do not apply.
- h) Definitions.
  - i. *First Productive Use* means the date that data is being accessed or entered in the Hosted System for processing or review in Client's commercial environment
  - ii. *Major System Change* means a material change to the system, including a backend upgrade, operating system upgrade, new release upgrade, SAN upgrade, database upgrade
  - iii. *Scope of Use (for hosting)* means a metric used to define the limits of the hosting services as provided for in the Master Agreement (i.e. number of named/concurrent users)
  - iv. *Service Package* means software designed to fix identified Problems or Defects in the Licensed Program(s), including documentation and release notes made available with such patch or service pack.
  - v. *System Stabilization Period* is the period during the seventy-two (72) hour window following the First Productive Use and following a Major System Change

### 3. Exceptions

Client shall not receive any credits under this SLA in connection with any failure or deficiency of Hosting Availability caused or associated with:

- a. An event of Force Majeure;
- b. Failure of access circuits to the Netsmart Network, unless such failure is caused solely by Netsmart;
- c. Scheduled maintenance, scheduled backups, scheduled restores and emergency maintenance and upgrades;
- d. Issues with FTP, POP, or SMTP Client access;
- e. Client's acts or omissions (or acts or omissions of others engaged or authorized by Client), including, without limitation, custom scripting or coding (e.g., CGI, Perl, Java, HTML, ASP, etc), any negligence, willful misconduct, or misuse of the Services;
- f. E-mail or webmail delivery and transmission;
- g. Outages elsewhere on the Internet that hinder access to your account. Netsmart is not responsible for browser or DNS caching that may make your site appear inaccessible when others can still access it.



Netsmart will guarantee only those areas considered under the control of Netsmart: Netsmart server links to the Internet, Netsmart's routers, and Netsmart's servers.

- h. Use of a VPN or similar connection which is not exclusively within Netsmart's control at both ends of such connection, and where the problem occurs in the part of the VPN which is not under Netsmart's control.

**4. Scheduled Maintenance**

Netsmart reserves the right to establish a monthly maintenance window for the purpose of upgrading, patching, modifying, and repairing portions or the entire cloud computing environment. The monthly window is generally scheduled on the 3<sup>rd</sup> Sunday of the month, from 2:00AM – 6:00AM EST.

**5. Credit Request and Payment Procedures**

In order to receive a credit, Client must submit a request for credit to Netsmart Technologies, Inc. Accounting at [AR@ntst.com](mailto:AR@ntst.com), within ten (10) business days after the incident supporting the request. Each request must include Client's account number (per Netsmart's invoice) and the dates and times of the unavailability of the services. If the unavailability is confirmed by Netsmart as an incident eligible for credit, credits will be applied within two billing cycles after Netsmart's receipt of Client's request. Credits are not refundable and can be used only towards future billing charges.

Notwithstanding anything to the contrary herein, the total amount credited to Client in a particular month under this SLA cannot exceed the total hosting fee paid by Client for the month in which Services were impacted. Credits are exclusive of any applicable taxes charged to Client or collected by Netsmart and are Client's sole and exclusive remedy with respect to any failure or deficiency in level of services described in this SLA if Client applied for and received a credit. Nothing in this SLA precludes Client from pursuing an alternate contract remedy for any future incident that may occur.

**Schedule 2(z)**  
**Changes to Standard Hosting Addendum**

Section	Revision



**Netsmart Technologies, Inc. and Rock County**  
**NX Scope of Work**

1. **Purpose**

The purpose of this SOW is to review the Client’s current Netsmart solution, train and assist in upgrading to myAvatar NX and provide recommendations and best practices. Over the course of the session, Netsmart consultants will meet with a variety of roles to understand the success and challenges of the Client’s system. The focus of the visit will be on the day-to-day activities and review of current system workflows to discuss the status of the solution. As part of the process, Netsmart consultants will review the challenges current users are facing to determine how to best meet their needs and objectives. The consultants will walk through the changes to NX, identify requirements for the NX upgrade and proposed recommended future state use with respect to NX functionality. Additionally, Netsmart Consultants will provide NX Administrator Training.

2. **Project Duration**

The following project start and end dates are estimates and are subject to adjustments based upon the Effective Date of the Agreement and both parties overall cooperation of such implementation. Netsmart is rolling NX out to a set number of clients per quarter. Once signed, the client will be given the next available slot for project launch. For Level 1, the overall duration of this project, based on the scope of work detailed herein and reasonable Client cooperation, is anticipated to be 4 months. Additional services will be required for any project where the duration from project kick-off to go-live is in excess of the anticipated duration above.

3. **Scope of Services**

<b>Pre Planning</b>	Client will prepare a list of potential users for review based on existing workflows or roles with high optimization potential. Netsmart will conduct sessions with 5 total users. It is recommended that these users are representative of a cross-section of the organization Netsmart will schedule and coordinate NX updates necessary for NX upgrade.
	Netsmart will conduct an introductory call with Client to review users identified and to plan for NX upgrade. Future goals and direction will be discussed in order to capture context and align to Client longer term objectives with the scope of this agreement.  As an outcome of this session, Netsmart will deliver an agreed upon Discovery Session agenda. A sample agenda can be found in Appendix A.
<b>Discovery Session</b>	Netsmart will provide 1 finance associate and 1 clinical associate to conduct a discovery session. This session will cover the topics identified in the agenda created at pre-planning. The session will be coordinated jointly by both the Client and Netsmart PMs.

	<p>Client will ensure that the appropriate resources are available to meet Any topics not covered in the remote session will not be considered to be part of the review.</p>
<p><b>Analysis and Findings Report</b></p>	<p>Netsmart will provide a report of findings within two weeks following the remote discovery session. This report will include a summarization of the topics discussed as well as Netsmart's recommendation for any applicable optimization work. Netsmart will provide an assessment of the value and relative prioritization of each recommendation. Netsmart will include in the documentation that resulted or is suggested as an outcome of the NX review (as well other recommendations related to system use).</p> <ul style="list-style-type: none"> <li>• These recommendations may include: <ul style="list-style-type: none"> <li>○ The recommendation to implement unused functionality.</li> <li>○ The recommendation to create custom reports, forms, or widgets.</li> <li>○ The recommendation to change existing workflows.</li> <li>○ Additional end user training</li> <li>○ Next steps for NX.</li> </ul> </li> </ul>
	<p>Netsmart and Client will meet within two weeks of the delivery of the report to discuss Netsmart's findings, recommendations and to plan any applicable next steps. This discussion will be done remotely at a mutually agreed upon time.</p>
<p><b>Testing</b></p>	<p>Netsmart will review up to 10 forms (data collection instruments) collaboratively with client to validate migration success, and identify those that were unsuccessful.</p> <p>Netsmart will review up to 5 role-views collaboratively with client to identify readiness to be utilized within Avatar NX. A role-view constitutes a console view to a defined user role.</p> <p>All testing will occur in one non-production environment.</p>
<p><b>Configuration</b></p>	<p>Netsmart will be responsible for the configuration of up to 5 NX views that match the 5 roles identified during testing. Each NX view will be configured with up to 3 console views. Additionally, Netsmart will define 1 myDay view and 1 Client Dashboard view to be utilized with the 5 NX Views. Client will be permitted a single round of testing and review to identify acceptance or identify remaining issues.</p> <p>Netsmart will be responsible for the configuration of up to 10 total All Documents Widgets as applicable to the 5 base views Netsmart is responsible for. Client will be permitted a single round of testing and review to identify acceptance or identify remaining issues.</p>

	Netsmart will be responsible for up to 8 hours a month of optimization assistance to be used at the discretion of the client. Please reference Appendix B for full detail on the scope of these hours.
<b>Training</b>	<p>Netsmart will hold up to eight consecutive weekly 3- hour sessions to provide assistance with testing, configuration, and knowledge transfer</p> <p>Netsmart will conduct up to three 90-minute sessions of NX Functionality Training. NX functionality Training will cover the following topics:</p> <ul style="list-style-type: none"> <li>• System navigation and the workflow changes that exist between myAvatar and Avatar NX.</li> </ul> <p>Netsmart will conduct one 90-minute session of configuration training. Configuration Training will cover the following topics:</p> <ul style="list-style-type: none"> <li>• Process to correct forms (data collection instruments) that did not successfully migrate to Avatar NX</li> </ul> <p>Configuration of NX views, Dashboard Views, and All Documents Widgets</p>
<b>Go-Live</b>	Netsmart will provide two associates for remote Go-Live support for the first three days following Go-Live.

#### 4. Assumptions

- Netsmart will devote sufficient resources and timely communication to the project in order to assure its reasonable success.
- Client will provide resources as identified in the work breakdown structure of the project plan.
- New hardware, if required, will be delivered by the date required in the Project Schedule.
- Client is using latest Treatment Plan functionality
- Document Routing is the only form of electronic approval being used
- No Custom Development exists (Cust Packs)
- If client uses OrderConnect or OrderEntry, Orders Console is being utilized to enter all orders
- Any item not explicitly referenced in this SOW is considered out of scope.

#### 5. Client Responsibilities

- a. Participation in pre-planning activities
- b. Ensure that the appropriate resources are available to meet.
- c. Participation in analysis presentation and prioritize configurations for deployment.

- d. Participate in NX Review sessions and trainings.
- e. Review, test, and confirm delivery of the NX configurations deployed.
- f. Provide sufficient Go-Live support

**6. TRAVEL AND LIVING AND TRAVEL TIME EXPENSES for this agreement only:**

The location of work within the SOW will be conducted remotely. On-Site and Travel is out of scope.

## Appendix A

The following topics are typically reviewed, but this sample list will be mutually updated after pre-planning.

- Financial Topics
  - Review billing specific workflows and processes from charge entry, through billing, to remittance and AR.
  - Review the current process for scrubbing billing files for errors.
  - Review current process for eligibility verification.
  - Review of existing reports as they relate to Revenue Cycle Management.
  - Review current re-billing process.
- Clinical Workflow / Application
  - Review the currently used reports and widgets as well as the need for additional reports and widgets.
  - Review current compliance rules for clinical documentation.
  - Review Assessments Process
  - Review Progress Notes Process
  - Review Treatment Plans
  - Review Orders
  - Content review
  - Release update review
  - New functionality and related gap review highlighting new functionality as well as functionality commonly used but not in use.
  - Identify any potential improvements in workflow.

## **SCOPE OF WORK (“SOW”)**

### **Netsmart Technologies, Inc. and Rock County**

#### **1. Purpose**

The purpose for this statement of work is to outline the requirements and deliverables for the implementation and project management of the Client’s Implementation. The scope is based on the latest generally available software release, project timeline, and use of Plexus Foundations implementation methodology, Plexus Home content and recommendations. The details of the scope of services are included below. THIS IS A FIXED-FEE, FIXED SCOPE STATEMENT OF WORK.

#### **2. Project Duration**

##### Project Duration

The following project start and end dates are estimates, and are subject to adjustment based upon the Effective Date of the Agreement and both parties overall cooperation of such implementation. Netsmart requires a minimum of sixty (60) days following the Effective Date of this Agreement to accommodate pre-project activities such as planning, staffing and technology activities. The detailed project plan will define the scope and estimated timing of Netsmart’s work. Once the project plan is finalized, extended delays and changes in scope may result in changes to scheduling and services. Charges for additional services will be billed at Netsmart’s then-current rates for such services.

#### **3. Scope of Services**

The solution(s) as outlined below will be implemented under the direction of Netsmart utilizing Netsmart’s standard Plexus Implementation methodology (Project Initiation, Project Launch, Solution Review, Final Review and Validation, Go-live Preparation, Maintenance Training, Integration Testing, Go-live, and Post Go-Live Review).

#### **4. Assumptions**

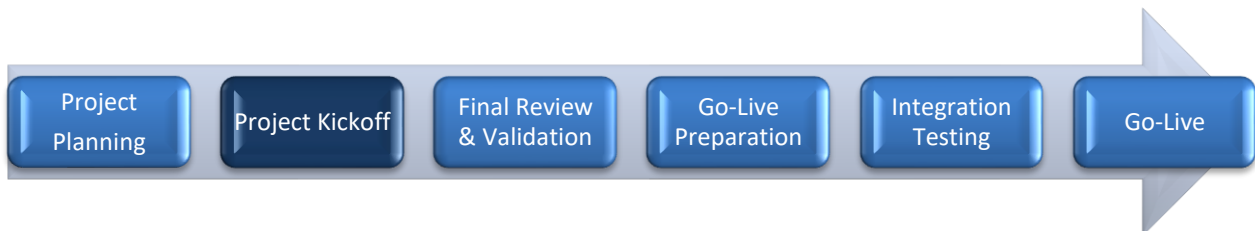
- Netsmart will devote sufficient resources and timely communication to the project in order to assure its reasonable success.
- New hardware, if required, will be delivered by the date required in the Project Schedule.
- Client will use currently supported Crystal Professional version for all report development.
- Client will provide sufficient resources as identified in the work breakdown structure of the project plan.

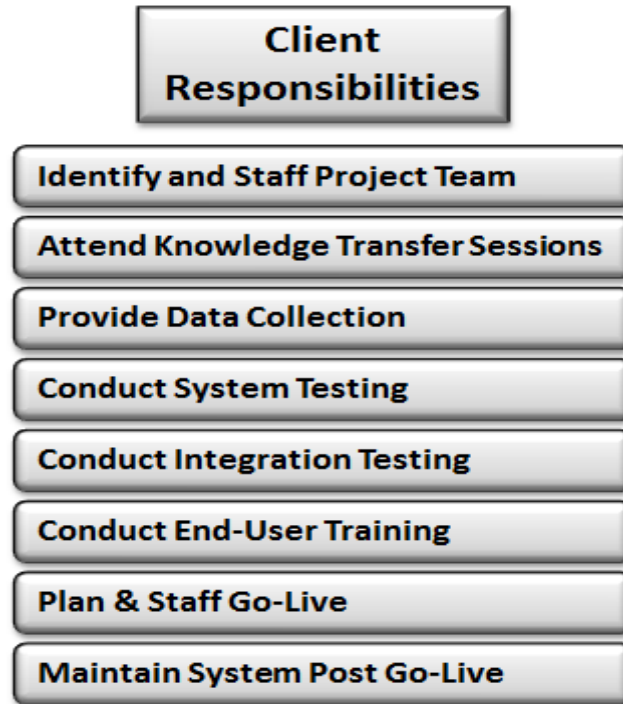


- A training room will be available for the training sessions with working equipment and appropriate software loaded prior to the arrival of the Netsmart team if it is part of the planning and expectations for the project.
- Individuals scheduled to attend training will attend and participate in the entire session as defined by the agenda.
- Netsmart will share available recommended practices during the implementation.
- The project will be executed according to the event-based Netsmart Plexus Foundation Methodology as outlined below.
- Any usage of diagnosis and/or procedure code content that is utilized within the Netsmart solutions must be fully licensed by the client. Additionally, the client must provide proof of this licensing. This includes Micromedex content, CPT, Revenue or DSM codes.
- Plexus Events are designed to offer stop gates, points during the implementation project that require Client and Netsmart agreement that the Event was completed, prior to moving to the next Event. These stop gates include the following Events: Project Planning (Gate 1), Project Kickoff (Gate 2), Final Review & Validation (Gate 3), Go – Live Preparation (Gate 4), and Integration Testing (Gate 5).
- Client will assign an individual who has authority and accountability for signing-off on each of the Plexus Gates and Monthly Status reports. This shall be a named individual.

## 5. Location of Work & Client Responsibilities

The location of work by Netsmart and Client staff identified in the detailed project schedule and Plexus event descriptions is work performed either on-site at Client location(s), at a Netsmart regional office or conducted remotely. A high-level outline for work location and Client responsibilities is provided below.





## 6. Plexus Events, Expectations & Deliverables

The following section of this document details the main deliverables of the Client Implementation.

### 6.1 Sales to Operations Transition

Our implementation services begin with a formal transition from our Sales Team to our Project Management Team. This thorough transition process ensures that the expectations set and project management scoped during the sales process is reviewed including all contract components, and operational flows gathered during the sales cycle.

### 6.2 Hardware Network OS/Installation

If Client-Hosted:

The Client is responsible for providing the hardware, operating system software, and the network upon which the licensed programs operate. In the event hardware is purchased through Netsmart Technologies, its installation is coordinated and managed by Netsmart.

Netsmart's engineers require the completion of a hardware/network survey prior to installation of any solutions. This ensures that all equipment meets application and performance requirements before Netsmart Technologies installs the programs.

If Netsmart Hosted:

The client is responsible for providing the desktop hardware, operating system software, LAN/WAN network, and Internet connectivity upon which the licensed programs operate.

Netsmart's engineers require the completion of a desktop hardware, network, and bandwidth survey prior to installation of any solutions. This ensures that all equipment and connectivity methods meet minimum application and performance requirements before Netsmart Technologies installs the programs.

### **6.3 Software Delivery and Installation**

If Client-Hosted:

Licensed software solutions and keys are delivered via FTP with User Documentation that describes the application and database organization.

Netsmart's system engineers install the solution on the system hardware/server and a subset of Client workstations. This software installation is performed remotely via VPN connection and includes the following:

- Loading the InterSystems Cache database products needed by the application
- Loading purchased Netsmart's Licensed Programs that make up the solution
- Testing the software to ensure access from the Client workstations
- Training the customer on installing workstation software
- Training the customer on basic operation tasks related to system start-up, shut-down, back-up and recovery procedures

Netsmart engineers will create and install Plexus Home, BUILD, TEST and LIVE environments for all applications purchased.

If Netsmart Hosted:

User documentation is delivered via FTP which describes the application and database organization.

Netsmart's system engineers install the solution on server system hardware within Netsmart's Plexus Cloud hosting environment. Netsmart will also assist the client in connecting to the hosting environment and connecting a subset of client workstations. Netsmart's Plexus Cloud installation will include:

- Loading the InterSystems Cache (for Avatar) or SQL (for TIER) database products needed by the application on all applicable servers
  - Loading purchased Netsmart's Licensed Programs that make up the solution
  - Testing the software to ensure access from the client workstations
  - Training the customer on installing workstation software
- Netsmart engineers will create and install Plexus Home, BUILD, TEST and LIVE environments for all applications purchased.

### **6.4 Project Planning**

The Project Planning Event is an opportunity to begin preparing your project team. The Client project team will be introduced and the team's responsibilities will be discussed. The Plexus Foundations implementation methodology is introduced and the different events within the methodology presented, outlining the objectives of each event and the roles and responsibilities of each member of the team. Additionally project tools that will be used will be shown through demonstration and hands-on experience.

If purchased, Super User Solution web-based training courses are provided to up to 25 named Project Team users via the myLearningPointe ([www.mylearningpointe.com](http://www.mylearningpointe.com)) online platform. Individual user training access is distributed and available to Project Team users starting at the Project Kick Off Plexus Methodology event and concludes at initial Go Live event. Users will have unlimited access to the provided solution training courses during the implementation.

**Objectives:**

- Review project management principles
- Review event-based Netsmart Plexus Foundations methodology
- Provide hands on experience with solutions
- Introduction to tools to be used during the project
- Introduction to Starter Kit questions
- Introduce Plexus Home & scripts
- Introduce myLearningPointe training classes (where applicable)
- Conduct project Planning Assessment (Gate 1)
- Plan for next event

**Client Responsibilities:**

- Identify Client project team and develop Client Staffing Plan
- Ensure correct Client personnel attends the Project Planning event
- Provide necessary facilities and equipment to support session if applicable
- Complete Starter Kit questions
- Complete myLearningPointe training classes (where applicable)
- Review and sign Communication Management, Change Management & Risk Management Plans

## **6.5 General Project Management**

Active throughout the project lifecycle and fundamental to it is a monitoring and measurement process that consists of numerous cost and scope control, testing, quality assurance and acceptance activities. These ongoing activities are supplemented by critical control points, progress checkpoints, called Plexus Gates are included to ensure that the project cannot advance to the next phase until the required activities and acceptance factors are successfully met. The monitoring and measurement process employed by Netsmart Technologies ensures that projects are properly stewarded to both a time and cost budget. This critical process transcends across the entire project implementation process to help ensure on-time project completion within estimated cost parameters along with properly managed and approved schedule and scope changes.

- Status meetings & Project Status Reports
- Client signoff and acceptance letters
- Project plan change requests
- Product Change Requests
- Product Improvement Forms
- Plexus Gates

## 6.6 Project Kickoff

The Project Kickoff consists of three discreet activities: Project Kickoff presentation, Workflow Assessment and Scope Review.

The project kickoff presentation gives the Client Executives, project sponsors and project leadership an opportunity to create excitement for the organization and the project as well as pass down key messages and expectations.

The scope review session includes breakout sessions led by SA's to review in detail the contract scope.

During the Workflow Assessment the Netsmart Solution Architect (SA) and Client departmental/solution representatives, which could include a combination of IT analysts, departmental heads and/or key stakeholders from that department, will walk through the departments to get an understanding of the Client's unique workflow and processes and how it aligns with Netsmart's recommended practices. The walkthrough will be facilitated using both the Starter Kit questions, having already been completed, as well as the Workflow Assessment which will serve as a framework for questions and documentation of the discussions that occurred during the assessment. During the Workflow Assessment portion of the event, the discussions are a continuation of the data collection started during Project Planning. The Solution Architect will provide a demonstration of basic departmental workflow, if applicable, providing context for additional design decisions to be made. This event will represent the culmination of data collection and design decisions leading to the building of a complete and functional system.

Client leaves the Project Kickoff event with assignments to be performed over the next several weeks. The assignments will be documented along with expected due dates and can be reviewed as a part of the Event Summary Document. The Netsmart project team will work with the Client to establish these deadlines and schedule conference calls to provide guidance and ensure the Client is on track.

### Objectives:

- Conduct official project kickoff meeting
- Introduce Netsmart Solution Architects
- Review Starter Kit outstanding items
- Conduct Workflow Assessment
- Identify improvement opportunities
- Conduct scope review
- Identify project risks & scope concerns
- Present data collection materials
- Conduct Plexus Project Kickoff Assessment (Gate 2)
- Conduct integration discussions
- Discuss data collection materials
- Identify Policies & Procedures requiring change
- Review the event summary and sign-off
- Plan for next event

### Client responsibilities:

- Deliver Project Kickoff presentation (with Netsmart leadership support)

- Complete Starter Kit questions prior to the event
- Complete any required data collection, following the event, by deliverable due dates
- Participate and provide feedback during departmental walkthroughs
- Participate in scope review discussions
- Provide knowledge of requested data and current departmental processes and workflow
- Identify Standard Operating Policies & Procedures for organization that will require change
- Make design decisions for future state processes
- Complete data collection assignments by defined due dates
- Identify process improvement opportunities
- Provide necessary facilities and equipment to support the event if applicable

## **6.7 Final Review & Validation**

This event consists of three discrete parts: Final Review & Application Training, System Testing & Learning Plan discussions.

The Final Review discussion is intended to present the design decisions and data collection as it is now represented in the Clients completed system and confirm their accuracy. Additionally, as a part of Final Review, application training relevant to testing and training is delivered to the Client personnel.

The System Testing Session will include a starter set of test scripts, examples upon which they can customize their own scripts, as well as instruction on testing principles, policies and procedures. During this session, there will also be discussion regarding the development of a Client testing strategy/plan for which the Client will be given a sample on which to build their own.

The Learning Plan session is included to help Clients develop a solid plan to ensure end-users will be effectively trained prior to go-live. This will be critical to the success of the project as well as adoption of the solutions. The plan will include training strategies, resource requirements, any required technologies and/or logistics, timelines, goals and objectives.

The same group of Clients that attended Solution Review should attend the Final Review & Validation event. Additionally, while it may be the same individuals, depending on your staffing plan, the event should also include any individuals who will be expected to conduct system testing and/or end-user training. It is recommended that trainers participate in testing. It affords them an opportunity to practice and become familiar with the system.

### **Objectives (Final Review)**

- Provide in-depth demonstration of the solutions and build using the Client's domain
- Review and confirm design decisions and build
- Confirm the solution workflow
- Complete design process
- Provide hands-on solution training
- Conduct Plexus Final Design Assessment (Gate 3)
- Plan for next event

### **Objectives (System Validation)**

- Provide training on test script development and testing concepts

- Begin development of Client-specific system test scripts
- Plan for next event

#### **Objectives (Learning Plan Development)**

- Conduct Learning Plan session
- Begin development on Learning Plan
- Plan for next event

#### **Client responsibilities:**

- Participate in Final Review & Validation event
- Provide appropriate resources to attend sessions
- Complete data collection assignments
- Validate design and build
- Signoff design decisions
- Customize sample test scripts to use during system and integration testing
- Customize sample training materials in preparation for end-user training
- Develop Learning Plan & execute against plan for end-user training

### **6.8 Go-Live Preparation**

The Go-Live Preparation event is the official milestone to transition project ownership from the Netsmart project team to the Client. Solution and project management discussion are delivered during this week and focus, in preparation for go-live, on assessing the Client's knowledge of the system as well as preparing the Client for their training events and go-live. In the solution discussions, the Client trainers are expected to provide a live demonstration of the system back to the Netsmart project team to confirm their understanding of the system and to confirm they are prepared to effectively train the end-user population.

System Testing, while not complete, should be well underway. Netsmart Project Management will facilitate the event at the Client site, while the rest of the Netsmart project team participates via a conference call.

In addition to the above, during this event, the Client will receive training on how to maintain the system using Netsmart maintenance tools. The event includes training on commonly used maintenance activities, *not* design and build activities. After maintenance training, the Client is equipped to make changes, modifications and updates to their implemented system.

Client representatives who will maintain and support the production system should attend this event, although not always, this is commonly IT personnel.

Those attending the event should be the same as the Final Review and Validation attendees. Department heads and/or key departmental representatives should attend the solution activities along with the Client representative responsible for testing coordination.

#### **Solution-Specific Activities & Objectives**

- Client to demo system using the Client demo script exhibiting a clear understanding of the solution functionality and departmental processes
- Understand open issues, escalate, and plan as appropriate
- Review completed training materials
- Review Go-Live Readiness Assessment
- Prepare Client representatives to make common data base updates

- Train Client to locate supporting documentation and to use the appropriate tools to manage system maintenance
- Educate Client on troubleshooting tools and techniques

### **Project Management Activities & Objectives**

- Initiate ownership transition process
- Confirm system testing is in process, on track and scheduled for completion prior to Integration Testing
- Confirm and Finalize Integration Testing Plan if applicable
- Confirm Client policies and procedures have been updated
- Initiate Go-Live Planning
- Conduct Plexus Go-Live Preparation Assessment (Gate 4)
- Plan for next event

### **Client Responsibilities:**

- Demonstrate understanding of system and departmental processes by leading a demonstration of the application
- Finalize Training Strategy/Plan
- Provide adequate training facilities
- Provide completed testing materials
- Schedule and perform end-user training
- Finalize Integration Testing scripts and Integration Testing Plan
- Confirm users will be trained and available for Integration Testing
- Confirm facilities and hardware is in place to support Integration Testing
- Develop and own the Go-Live Plan
- Attend database maintenance training
- Learn the application tools needed to maintain the production system

## **6.9 Integration Testing**

One round of Integration Testing will be conducted according to the Client's Integration Testing Plan. Integration Testing will be executed at the Client's site and will be led by the Client project management team with assistance from the Netsmart project team.

IT will allow the system testers to flow a complete patient experience, "a day in the life" of a patient, using the system including all involved, major workflow processes. This event also allows the Client to validate SOPs and end-user training prior to conversion.

### **Objectives**

- Complete Integration Testing according to plan
- Confirm Go-Live preparedness
- Ensure all critical path issues have an action plan
- Conduct Plexus Go-Live Assessment (Gate 5)
- Plan for next event

### **Client responsibilities:**

- Lead and direct integration testing activities



- Conduct application integrated testing
- Conduct operational testing
- Document integrated test results
- Troubleshoot and resolve testing issues
- Update issues list with any unresolved integration test findings

## **6.10 Go-Live:**

Go-Live is the event when solutions are moved into productive use by the end-user population. It will take place at the Client site, supported by both project teams. Netsmart support will include remote support from the Netsmart Delivery Consultants/Analysts.

### **Objectives:**

- Begin functional use of Netsmart solutions
- Transition support from Netsmart project team to the Client
- Gather and document feedback regarding project experience, including methodology & project team resources

### **Client responsibilities:**

- Develop and complete go-live plan
- Confirm all systems, resources and 3<sup>rd</sup> parties are scheduled and prepared for go-live
- Conduct go-live plan meetings to outline plan for all solutions and users
- Execute go-live plan
- Document go-live issues

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Sarah Holford  
DRAFTED BY

12/22/2021  
DATE DRAFTED

**Resolution Authorizing Purchase of ArcServe 24 Month Support Contract**

**WHEREAS**, the Rock County Information Technology Department is authorized to purchase computer software on behalf of the County; and,

**WHEREAS**, the Information Technology Department would like to purchase a twenty-four month Arcserve Hybrid Cloud subscription with Axcel Technology; and,

**WHEREAS**, in 2018, the Arcserve Network Backup Software was purchased and included a three-year hardware and software maintenance contract; and,

**WHEREAS**, in 2021 that contract expires and we are renewing with a two-year contract.

**NOW, Therefore, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 to authorize the purchase of Arcserve twenty four month Support Contract for an amount not to exceed \$28,449.00 per the current contract with AxCel Technology. This is a budgeted annual renewal.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Richard Bostwick

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats., requires the project to be let to the lowest responsible bidder. AxCel Technology is the sole source provider of the Arcserve Hybrid Cloud subscription.

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

Funds were included in the 2021 budget for the cost of this contract. The purchase is being funded by tax levy.

/s/Shery Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

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**Executive Summary:**

In 2018, the Arcserve Network Backup Software was purchased and included a three-year hardware and software maintenance contract. In 2021, that contract expires and we are renewing a two-year contract.

\$28,449 will be charged to account 07-1430-0000-62491, budgeted line item “2021 - ArcServ Baas & ArcServ Draas.”

<b>Name:</b>	<b>Rock County</b>		
<b>Address:</b>	Mr. David Tinker IT Department 3530 North Parker Drive Janesville, WI 53545 608-757-5363		Jim Dziak AxCel Technology, LLC 320 McGrath Lane Hartland, WI 53029 262-397-4031

**Special Pricing: UW State Contract Number issued to AxCel Technology LLC: 21-2770**

Terms & Details: 24 month maintenance/ support renewal	
<b>Quotation ID:</b>	OP-00555627
<b>Quote Date:</b>	7-11-2021
<b>Invoicing:</b>	Upon Delivery
<b>Payment Terms:</b>	As agreed with Rock County
<b>Annual Subscription</b>	December 18, 2021 to December 18, 2023
<b>Currency:</b>	USD

Product List: ARCSERVE HYBRID CLOUD 24 MONTH SUBSCRIPTION			
	Product Description	Quantity	Total
Support/Renewal/Maintenance	Arcserve 8300 Appliance (\$9,238.95)	2	\$18,478.00
Arcserve Premium Software Upgrade	Arcserve Premium Software (\$1,320.00)	2	\$2,640.00
Disk Expansion	Disk Expansion (\$1,680.00)	10	\$16,800.00
		<b>Sub Total</b>	<b>\$37,918.00</b>
	State Discount Pricing 15%		-\$5,678.00
	Additional Discount 10% for 2 Years Support		-\$3,791.00
	<b>Sub Total:</b>		<b>\$28,449.00</b>
<b>Sole Source Arcserve/AxCel Add-On Discount Price to Rock County</b>			<b>\$28,449.00</b>

**Remittance**

Payment	
USD	AxCel Technology
	Address: 320 McGrath Lane
	Hartland, WI 53029
	Phone No. 262-397-4031



**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Sarah Holford  
DRAFTED BY

11/24/2021  
DATE DRAFTED

**Resolution Authorizing Purchase of ArcServe Annual SW**

**WHEREAS**, the Rock County Information Technology Department is authorized to purchase computer software on behalf of the County; and,

**WHEREAS**, the Information Technology Department would like to renew our annual Arcserve Hybrid Cloud subscription with AxCel Technology; and,

**WHEREAS**, all servers and data are backed up to provide disaster recovery, file recovery, and continuity of operations; and,

**WHEREAS**, as part of our overall plan for redundancy (Arcserve) was added as an additional layer of redundancy to our data backups by incorporating Arcserve's Backup as a Service; and,

**WHEREAS**, this purchase would be a continuation of a standing, budgeted, annual service through AxCel Technologies to support Disaster Recovery as a Service and Back-up as a Service.

**NOW, Therefore, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 to authorize the purchase of Arcserve Network Software for an amount not to exceed \$39,749.19 per the current contract with AxCel Technology. This is a budgeted annual renewal.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Richard Bostwick

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.25(29), Wis. Stats., requires the project to be let to the lowest responsible bidder.

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

FISCAL NOTE:

Funds for this contract were included in the 2021 budget and is being funded by tax levy.

/s/Sherry Oja

Sherry Oja  
Finance Director

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**Executive Summary:**

All servers and data are backed up to provide disaster recovery, file recovery, and continuity of operations. Currently systems are backed up to storage areas on the network and then written off to disk drives and then moved to an off-site location. As part of our overall plan for redundancy Arcserve was added as an additional layer of redundancy to our data backups by incorporating Arcserve's Backup as a Service. This allows to back up our systems to the cloud in addition to our off-site disks.

\$39,749.19 will be charged to account 07-1430-0000-62491, budgeted line item "2021 - ArcServ Baas & ArcServ Draas."

<b>Name:</b>	<b>Rock County</b>		
<b>Address:</b>	Mr. David Tinker IT Department 3530 North Parker Drive Janesville, WI 53545 608-757-5363		Jim Dziak AxCel Technology, LLC 320 McGrath Lane Hartland, WI 53029 262-397-4031

Terms & Details	
<b>Quotation ID:</b>	OP-0055310-A
<b>Quote Date:</b>	9-13-2021
<b>Invoicing:</b>	Upon Delivery
<b>Payment Terms:</b>	January 15, 2022
<b>Annual Subscription</b>	December 15, 2021 to December 15, 2022
<b>Currency:</b>	USD

Product List: ARCSERVE HYBRID CLOUD 12 MONTH SUBSCRIPTION			
	Product Description	Quantity	Total
Arcserve Hybrid Cloud	Arcserve Hybrid Cloud \$850.25 Per TB	55	\$46,763.75
Sophos Secure Cloud	Sophos Secure Cloud-Ransomware Protection		Included
Unlimited On Demand Access	Unlimited On Demand Access & Download for File Recovery		Included
	State Discount Pricing 15%		-\$7,014.56
	<b>Sub Total:</b>		<b>\$39,749.19</b>
<b>State of Wisconsin UW System Contract Number: 21-2770</b>			

<b>Sales Tax Exempt</b>
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Remittance		
Payment		
USD	AxCel Technology	
	Address:	320 McGrath Lane
		Hartland, WI 53029
	Phone No.	262-397-4031





**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Dara Mosley  
DRAFTED BY

12/1/2021  
DATE DRAFTED

**Resolution Authorizing Purchase of Robert Half Contractors**

**WHEREAS**, Rock County Information Technology (IT) is requesting authorization to obtain assistance for the deployment of new and replacement laptops as well as IT support for County staff; and,

**WHEREAS**, IT is also requesting authorization to contract with a Microsoft Certified Solutions Expert to assist with the deployment of several higher-end systems; and,

**WHEREAS**, the 2022 Budget did designate funds for the request; and,

**WHEREAS**, these services are available through Robert Half Technology.

**NOW, Therefore, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 authorizes the contract agreement with Robert Half Recruiters and Employment Agency for an amount not to exceed \$300,000 for the placement of three IT contractors.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Richard Bostwick

**FISCAL NOTE:**

These services are being funded with \$150,000 in sales tax revenue and \$150,000 of ARPA funds.

/s/Sherry Oja

Sherry Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

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**Executive Summary**

Rock-IT is requesting approval of the use of three IT contractors. Two contractors will be for the deployment of new and replacement laptops, and to assist with the increased workload necessary to support the County workforce. The cost for these two full-time contractors would be \$150,000.

An additional contractor will be a Microsoft Certified Solutions Expert who has a higher-level of expertise and will assist with the deployment projects of higher-end systems including: Maximizing our use of MS Team, SharePoint, One Drive, Active Directory, Exchange Online, MS security, Group Policies, DHCP, DNS, File Rights and to assist with our move to Microsoft Azure.

The cost for these services would be \$150,000.

These services are available through Robert Half Technology.

This resolution authorizes Rock County Information Technology to authorize this contract, not to exceed \$300,000.

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY

Finance Committee  
SUBMITTED BY



Sarah Holford  
DRAFTED BY

12/7/2021  
DATE DRAFTED

**Resolution Authorizing Purchase of Laptops, Desktops, Associated Components and Licensing**

**WHEREAS**, the Rock County Information Technology Department is authorized to purchase computer hardware and software on behalf of the County; and,

**WHEREAS**, the County Board approved \$390,707 in the 2022 budget for new and replacement PC/ laptops; and,

**WHEREAS**, the Rock-IT Team maintains a refresh cycle of equipment for our existing staff that ensures all current laptops and desktops in use are within 4 year warranty/ refresh cycle; and,

**WHEREAS**, all laptops, desktops and other warrantied hardware equipment purchased in 2018 is due to be replaced; and,

**WHEREAS**, the laptops, desktops, and other warrantied hardware equipment are available from CDW-G, Inc. on State Contract #MNNVP-133 505ENT-O16-NASP; and,

**WHEREAS**, funds for this hardware and Microsoft licensing would come from the 2022 Budget in Computer Purchases.

**NOW, Therefore, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021 authorize the purchase agreement for an amount not to exceed \$390,707 for the purchase of laptops, desktops and associated components and Microsoft licensing.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Wes Davis, Vice Chair

\_\_\_\_\_  
Stephanie Aegerter

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
Richard Bostwick

**FISCAL NOTE:**

These purchases are being funded with ARPA funds.

/s/Sherry Oja

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats., requires the project to be let to the lowest responsible bidder.

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

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**Executive Summary**

Rock-IT is requesting a purchase from the 2022 Approved Budget from account 07-1430-0000-67132 in an amount not to exceed \$390,707 to obtain equipment for 50 new-incoming personnel, and to refresh equipment that was purchased for 150 current staff in 2018 whose warranties will be expiring throughout FY 2022, to replace the County Board iPad solutions with limited Level 1 Laptop Packages, and the associated Microsoft Licensing for all newly purchased hardware. Currently, the Level 1 Laptop given to employees costs \$1,108.40.

Due to ongoing supply chain concerns as a result of the COVID-19 Pandemic, as well as inflation concerns, an early order is key to ensuring that equipment is received in a timely and cost-effective manner. By placing an order for the entirety of our hardware needs early in the year, we ensure that our order will be prioritized, and we will be able to receive equipment as it becomes available throughout FY 2022.

# QUOTE CONFIRMATION



DEAR MATT KORTH,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

Thank you. Have a great day!



**ACCOUNT MANAGER NOTES:** Adam Flynn  
 Executive Account Manager  
 866-723-3621  
 adamfly@cdwg.com

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MMJL330	11/24/2021	APC	4119697	\$11,987.85

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">APC Smart-UPS 1500VA SmartConnect Port Sinewave Tower LCD, 120V</a> Mfg. Part#: SMT1500C UNSPSC: 26111701 Contract: Wisconsin Counties Association	15	4818705	\$522.49	\$7,837.35
<a href="#">APC UPS Network Management Card 3</a> Mfg. Part#: AP9640 Contract: Wisconsin Counties Association	15	5907784	\$276.70	\$4,150.50

PURCHASER BILLING INFO	SUBTOTAL	\$11,987.85
<b>Billing Address:</b> KELLY WOODS ROCK COUNTY INFORMATION TECHNOLOGY 3530 N COUNTY HWY F JANESVILLE, WI 53545-0766 <b>Phone:</b> (608) 757-5035 <b>Payment Terms:</b> VISA	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$11,987.85</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> ROCK COUNTY INFORMATION TECHNOLOGY MATT KORTH 3530 N COUNTY HWY F JANESVILLE, WI 53545-0766 <b>Phone:</b> (608) 757-5035 <b>Shipping Method:</b> UPS Ground (1- 2 day)	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION		
	Adam Flynn	(866) 723-3621   adamfly@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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## **Executive Summary**

We currently have an Uninterruptible Power Supply in every IT closet across the County buildings that provides surge protection and a limited uptime in order to provide power for phones in the event of a power outage. We replace each UPS every four years. This order is to replace our four year old UPS's.

This is a cost not to exceed \$11,987.85 and is a budgeted expense to be charged against 07-1430-62400 Repair and Maintenance Contracts.





2000 O'Neil Road Suite 150  
Hudson, WI 54016

# Invoice

Date	Invoice #
8/5/2021	52279

**Bill To**

Rock County  
TJ Johnson  
P.O. Box 351  
Janesville, WI 53547-0351

Please remit to:  
2000 O'Neil Road Suite 150  
Hudson, WI 54016

P.651.714.2800  
F.866.592.7343  
E.accounting@citiesdigital.com

P.O. Number	Terms	Rep	Due Date
	Net 30	LSAP	10/15/2021

Item Code	Quantity	Description	Price Each	Amount
LASERFICHE ANNUAL SUPPORT AND UPDATES				
Contract renewal for 10/30/21 thru 10/30/22				
S3B	1	Laserfiche Server for MS SQL Annual Maintenance	1,450.00	1,450.00T
FXB	19	Laserfiche Full User United (E-mail & Snapshot included) Annual Maintenance	150.00	2,850.00T
RXB	41	Laserfiche Retrieval User United (E-mail included) Annual Maintenance	60.00	2,460.00T
QFB	14	Laserfiche Quick Fields Annual Maintenance	120.00	1,680.00T
QF-1B	8	Laserfiche ScanConnect Annual Maintenance	33.00	264.00T
QF-1-5B	1	Laserfiche ScanConnect 5 pack Annual Maintenance	132.00	132.00T
QF-C3B	3	Laserfiche Zone OCR and Validation Package includes Zone OCR and Pattern Matching Annual Maintenance	560.00	1,680.00T
QF-C5B	5	Laserfiche Real Time Lookup and Validation Package includes Real Time Lookup and Pattern Matching An	120.00	600.00T
PIB	1	Laserfiche Import Agent Annual Maintenance	390.00	390.00T
97858UB	1	Laserfiche Integrator's Toolkit - Complete Annual Maintenance	750.00	750.00T
97870UB	1	Laserfiche Audit Trail - Standard Annual Maintenance	999.00	999.00T
CD2961S	1	KIDS Integration Annual Maintenance	200.00	200.00T
CURRENT SUPPORT EXPIRES: 10/30/21				
Call in today to get more information on upgrading your system to Laserfiche Avante or Rio to receive exciting new features!				

Subtotal	\$13,455.00
Sales Tax (0.0%)	\$0.00
<b>Total</b>	<b>\$13,455.00</b>

## **Executive Summary**

Rock-IT is requesting approval to purchase the budgeted, annual support for a County-wide used program, Laserfiche. Laserfiche is used for documentation work-flow automation in the contract review process. The cost for this year's annual support is \$13,455 to be paid from account 07-1430-0000-62491.