PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: November 05, 2024 [x] Consent [] Regular [] Public Hearing [] Workshop

Department: Information Systems Services (ISS)
Submitted by: Information Systems Services
Information Systems Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: a fully executed Exercise of Renewal Option No. 2 with the Government of the United States Virgin Islands (GVI) for Software License and Professional Services Agreement (Agreement) in the amount of \$164,000, for the period of October 1, 2024 to September 30, 2025.

Summary: GVI has an Agreement with Palm Beach County to host and maintain their Business License Web Application (Application). On February 1, 2022, the Board of County Commissioners (BCC) approved a new Agreement for two (2) years effective October 1, 2021, with the option to extend for two (2) successive one-year terms. On August 20, 2024 (R2024-0981), the first exercise of renewal option was received with the BCC. Due to the contract formation principles under GVI's law, this agreement was first executed by the County and now fully executed by GVI. In approving R2022-0072 the BCC authorized the County Administrator or designee to exercise the two successive one-year renewal options and execute change orders associated with these services. Countywide (DB)

Background and Justification: The ISS Department developed and currently hosts an Application for GVI. The application is comprised of two major components: License Public Web System and License Administration Web System. The License Public Web System enables an individual to perform a business search and file a complaint against a business. It also provides a user portal for account creation and maintenance, the ability to apply for a new license or renew an existing license, and complete the transaction using a credit card or electronic check. The License Administration Web System employs a dashboard concept for processing licenses, performing business searches, and for creating, renewing and updating licenses. Functionality to process complaints, maintain, security and provide standard reports along with the ability to create ad hoc custom reports, is also included. In addition, this Interlocal Agreement provides GVI with updated contract terms for hosting the Application.

Attachments:

- Exercise of Renewal Option No. 2 with the Government of the United States Virgin Islands
- 2. R2022-0072 Software License and Professional Services Agreement with the Government of the U.S. Virgin Islands

Recommended by:	- Ellis	10/8/24		
	Chief Information Officer	Date		
Approved by:	ll Baken	10/23/24		
	County Administrator	Date		

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

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Fiscal Years Capital Expenditures Operating Costs	2025 \$0 \$0	2026 0 0	2027 0 0	2028 0 0	2029 0 0		
External Revenues Program Inc (County) In-Kind Match(County)	(\$164,000) 0 0	0 0 0	0 0 0	0 0 0	0 0 0		
NET FISCAL IMPACT	<u>(\$164,000)</u>	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>		
# Additional FTE Positions (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Is Item Included in Current Budget? Yes_X_ No							
Does this item include the use of Federal Funds? Yes NoX							
Does this item include the use of State Funds? Yes NoX							
Revenue Budget Number:	Fund <u>0001</u> De	ept <u>490</u>	Unit <u>1300</u>	RevSrc 49	9 <u>00</u>		
B. Recommended Sources of Funds / Summary of Fiscal Impact							
This is a revenue generating agreement and requires no County expenditure.							
C. Department Fiscal Review: Oy Kell 10 18/24							
III. <u>REVIEW COMMENTS</u>							

A. OFMB Fiscal and/or Contract Development & Control Comments:

Marc Grant 10/9/24

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B. Legal Sufficiency:

Assistant County Attorney

C: Other Department Review:

Department Director

THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.