

AMENDED ITEMS—NOVEMBER 5, 2012

CONSENT AGENDA:

h. Contract approval

SUGGESTED MOTION:

Move to authorize the chairman to sign the following contracts submitted by respective department head, subject to state's attorney approval.

- AgileIT—consulting services agreement in the amount of \$15,600 (maximum cost to the county would be \$5,600 as \$10,000 is covered by vouchers through the county Microsoft license agreement) for an upgrade to the Information Technology service desk management system.

REGULAR AGENDA:

3a. Flood Diversion Board of Authority billing for October

SUGGESTED MOTION:

Move to approve the expenses for the Flood Diversion Board of Authority in the amount of \$1,078,979.18 for the month of October, 2012.



Cass County Information Technology

Terry Schmaltz
IT Director
701-241-5723

schmaltzt@casscountynynd.gov

MEMO

RECEIVED

NOV 5 2012

CASS COUNTY COMMISSION

TO: Cass County Commission
FROM: Terry Schmaltz, IT Director
DATE: November 5, 2012
SUBJECT: Contract approval

Dear Commissioners,

We are currently upgrading our Servicedesk management system to better track and assign incident and change management requests. The new system would also provide reporting features for incident response times and provide methods for customer feedback. The system fully integrates with our other systems management packages to provide the ability to proactively monitor servers and direct tasks to appropriate staff.

The enclosed contract is to provide services and training to assist with deployment and customizing.

The proposed contract is for 8 days or 64 hours of consulting services. Much of the deployment steps in the contract have already been completed, so I do not anticipate using the entire 64 hours of consulting.

The total cost of the contract for 64 hours of consulting is \$15,600, however \$10,000 will be covered by planning vouchers from our Microsoft licensing agreement.

The maximum cost to the County under this contract would be \$5,600 which is available in my current consulting budget.

SUGGESTED MOTION:

Move to authorize the chairman to sign the consulting services contract with AgileIT in the amount of \$15,600.

Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynynd.gov

Cass County, ND

System Center - Service Manager Consulting Services

October 30, 2012 | *Prepared by:* Jason Senick

Prepared for: Terry Schmaltz



www.AgileIT.com

Goals and Objectives

Cass County, ND requires a Microsoft Consulting Solutions partner who knows how to add real value. As a Microsoft Partner and one of the world's top 100 Cloud Computing companies, Agile IT is best placed to be able to meet Cass County, ND's business and budget needs.

Agile IT is a Microsoft Tier Three Cloud Champion Partner, an honor bestowed upon only a few dozen companies nationwide and Microsoft's highest designation for Cloud Services. We are also extremely proud of having earned the following Microsoft Gold Certifications that we leverage in our best-in-class solutions:

Identity and Security -- This continues Agile IT's commitment to be the leading Forefront UAG, Identity Manager, PKI, DirectAccess, and Cloud Security Consultancy.

Virtualization & System Center -- Whether it's Server Virtualization (Hyper V), System Center 2012, Application Virtualization (App-V), Virtual and Remote Desktop (VDI and Terminal Server) with Microsoft's Virtual Desktop Infrastructure (VDI), Agile IT has the experience to help create a custom fit for your exact virtualization needs.

Unified Communications -- In addition to our Office 365/ hosted solution practice we also address the need for on-premise deployments, or even a hybrid approach. Exchange Server 2010 Email Migration and Consulting, Microsoft Lync Server (OCS) 2010 VOIP Architecture, or Unified Communications and Exchange Planning Services (Microsoft EDPS), Agile IT has the experience to help create a custom fit for your exact unified communication needs.

Portals and Collaboration -- If you're using SharePoint, you likely already know just how unlimited its power and potential are. And that power and potential can grow exponentially with SharePoint Insights. Agile IT's SharePoint Insights Business Intelligence consultants can show you how to enhance business process productivity, again either hosted or onsite.

Agile IT is pleased to present this proposal for System Center - Service Manager Consulting Services to Cass County, ND. The Microsoft Solution offered by Agile IT to Cass County, ND comprises: Planning & Discovery, Configuration, Deployment and Tuning, and Post-Project Support, as specified below.

Solution Fee Summary

P1 - Discovery and Planning Phase (24 Hours @ \$195/hr)	\$4,680.00
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- Why SCSM? [determine the customer value] <asset mgmt., incident mgmt., etc.>

- Identify people, groups and roles (WHO)
- Basic features & functionality mapping (WHAT we are building)
- Validate size/scale and security requirements (HOW we are building)
- Process diagramming (planning needs to be done early in the project)
- Project plan & timeline

P2 - Deployment & Verification Phase (16 Hours @ \$195/hr) \$3,120.00

If Required - Need to verify current infrastructure.

- Infrastructure preparation (SQL, DNS, IPs, security)
- Management Server, Management Server DB
- Datawarehouse Server, Datawarehouse Server DB
- Install console and self-service portal
- Install SP1 and latest patches

P3 - Customization Phase (40 Hours @ \$195/hr) \$7,800.00

- What are the inputs (email request, console or web portal)
- Create/use a change request template
- What are the default user groups/goodies? (planning)
- Configure activity to support this CR
- AD and SCCM Connectors
- SMTP Notifications (server & aliases)
- Reset Password feature

Project Total \$15,600.00

Optional Solutions

Note: Optional solutions are not included in the proposal fees unless selected.

Ongoing Support @ \$195/hr \$195.00

T&M OnDemand Support

Next Steps

If you have any queries regarding this proposal, or wish to propose any amendments, please contact your Agile IT sales representative to discuss your concerns. Similarly, if you are not authorized to sign this proposal for, and on behalf of Cass County, ND, please contact your Agile IT sales representative to have the name and email changed to an authorized signatory before accepting the proposal.

Otherwise, to proceed with this project, accept this proposal by selecting "Accepted" on the Agile IT proposal site. Accepting the proposal will allow you to provide an electronic signature, upon which this proposal will become binding on all parties.

Please note that changes to the scope of the project can be made at any time, but additional charges may apply.

Once the proposal has been accepted, we will contact you to arrange an initial meeting, at which time we will introduce relevant personnel and begin the preliminary project activities.

We look forward to working with you on this exciting project.

Signature

Agreed for Cass County, ND:	
Signature:	_____
Date:	_____
Name:	_____
Title:	_____



Auditor

November 5, 2012

Michael Montplaisir, CPA
701-241-5601

Treasurer

Charlotte Sandvik
701-241-5611

Director of Equalization

Frank Klein
701-241-5616

Cass County Board of Commissioners
Cass County Government
211 9th Street South
Fargo ND 58103

RE: October Diversion Billing

Dear Commissioners:

The September billing for the Flood Diversion Board of Authority are attached. The expenses are the county's share of engineering, legal, management contract, and accounting services.

Sincerely,


Michael Montplaisir, CPA
Cass County Auditor

SUGGESTED MOTION:

Move to approve the expenses for the Flood Diversion Board of Authority in the amount of \$1,078,979.18 for the month of October, 2012.

MY DOCUMENTS\HEATHER\DIVERSION DOCUMENTS\COMMISSION LETTER FOR DIVERSION BILLING-OCT 2012.DOCX

Box 2806
211 Ninth Street South
Fargo, North Dakota 58103

Fax 701-241-5728

www.casscountynd.gov

INVOICE



CITY OF FARGO, NORTH DAKOTA
CITY AUDITORS OFFICE
PO BOX 1607
FARGO, ND 58107

(701) 241-1333

TO: Cass County Auditors Office
Mike Montplaisir
PO Box 2806
FARGO, ND 58107

INVOICE NO: 205201
DATE: 10/31/12

CUSTOMER NO: 899/17916

TYPE: DV - DIVERSION AUTHORITY

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	FM Diversion Authority FMDA - OCT 2012 BILLING	1,078,979.18	1,078,979.18

*DUE UPON RECEIPT. LATE PAYMENT CHARGE OF 1.5%/MO
WILL BE APPLIED 30 DAYS AFTER INVOICE DATE.

TOTAL DUE: \$1,078,979.18

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 10/31/12 DUE DATE:10/31/12
CUSTOMER NO: 899/17916

NAME: Cass County Auditors Office
TYPE: DV - DIVERSION AUTHORITY

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF FARGO, NORTH DAKOTA
CITY AUDITORS OFFICE
PO BOX 1607
FARGO ND 58107

INVOICE NO: 205201
TERMS: NET 0 DAYS

AMOUNT: \$1,078,979.18

**FM DIVERSION AUTHORITY
LOCAL AGENCY BILLINGS (Cash Disbursement Basis)**

BILLING PERIOD:	Oct-12
INVOICE DATE:	10/31/2012
TOTAL INVOICED AMOUNTS:	\$ 2,397,731.51

Details of Costs Billed:	Cash Disbursed
33-05 Engineering Services	\$ 1,235,760.97
33-06 Quality Testing	5,350.00
33-20 Accounting Services	410.00
33-25 Legal Services	121,296.09
33-79 Construction Management Services	550,811.05
38-99 Other Services	87.40
71-30 Land Purchases	484,016.00
Total Disbursed	\$ 2,397,731.51

FM Diversion Cost Allocation	A/R Type	A/R Code	Cust. ID #	Agency Cost Share	Billed Amounts
337-80-20 City of Fargo				45%	1,078,979.18
337-80-25 City of Moorhead	DV	FMDV1	1969	10%	239,773.15
337-80-30 Cass County	DV	FMDV2	899	45%	1,078,979.18
Total Partnership A/R Billing Totals					\$ 2,397,731.51

Date: 10/31/2012

**FM Diversion Authority
Summary of Cash Disbursements
Period October 2012**

Period/Year: 10/2012

Account Number	Check Date	Check Number	Vendor Name	Transaction Amount	Description 1	Project Number	Project Description
790-7925-429.33-05	10/17/2012	232104	HOUSTON ENGINEERING INC	262.50	THROUGH 9/16/12	V00804	Rec. & Use Plan- Houston
Total Engineering Services \$				262.50			
790-7930-429.33-05	10/31/2012	232572	HOUSTON-MOORE GROUP LLC	59,465.96	7/21/12 TO 8/31/12	V01602	CR-31 BRIDGE DESIGN
	10/31/2012	232672	HOUSTON-MOORE GROUP LLC	55,602.16	7/21/12 TO 8/31/12	V01604	CR-32 & CR-22 BRIDGE DSGN
	10/31/2012	232672	HOUSTON-MOORE GROUP LLC	58,389.06	7/21/12-8/31/12	V01604	CR-32 & CR-22 BRIDGE DSGN
	10/31/2012	232672	HOUSTON-MOORE GROUP LLC	56,085.98	7/21/12 TO 8/31/12	V01606	LAND MANAGEMENT SERVICES
	10/31/2012	232572	HOUSTON-MOORE GROUP LLC	15,681.40	7/21/12 TO 8/31/12	V01610	UTILITIES DESIGN
Total Engineering Services \$				245,234.56			
790-7930-429.71-30	10/10/2012	231858	NORTHERN TITLE CO	484,016.00	HAYDEN HEIGHTS LAND PURCH	V01701	HAYDEN HEIGHTS LAND PURCH
Total Land Purchases \$				484,016.00			
790-7931-429.33-25	10/17/2012	232180	OHNSTAD TWICHELL PC	1,102.50	RIGHT OF ENTRY/LAND ACQ	V01301	City of Moorhead ROE
Total Legal Services \$				1,102.50			
Total Disbursed for Period \$				\$ 2,397,731.51			

Date: 10/31/2012

**FM Diversion Authority
Summary of Cash Disbursements
Period October 2012**

Period/Year: 10/2012

Account Number	Check Date	Check Number	Vendor Name	Transaction Amount	Description 1	Project Number	Project Description
790-7910-429-33-20	10/30/2012	JB10120014	CITY OF FARGO	410.00	FISCAL SERVICES	V00102	General & Admin. WIK
Total Accounting Services \$				410.00			
790-7910-429-33-25	10/10/2012	231692	DORSEY & WHITNEY LLP	33,232.71	RED RIVER DIVERSION PROJ	V00101	Dorsey Whitney Legal WIK
	10/17/2012	232052	DORSEY & WHITNEY LLP	86,960.88	RED RIVER DIVERSION PROJ	V00101	Dorsey Whitney Legal WIK
Total Legal Services \$				120,193.59			
790-7910-429-38-99	10/3/2012	231501	NORTH DAKOTA TELEPHONE CO	87.40	SETUP FEES/MINUTES OF USE	V00102	General & Admin. WIK
Total Other Services \$				87.40			
790-7915-429-33-05	10/31/2012	232726	MOORE ENGINEERING INC	3,920.00	THRU 8/24/12	V00903	Local Drainage Plan
	10/31/2012	232672	HOUSTON-MOORE GROUP LLC	211,996.56	7/21/12 TO 8/31/12	V01603	CR-81 & I29 BRIDGE DESIGN
	10/31/2012	232672	HOUSTON-MOORE GROUP LLC	481,448.70	8/16/12 TO 8/31/12	V01605	POST FEASIBILITY ANALYSIS
	10/31/2012	232672	HOUSTON-MOORE GROUP LLC	26,779.20	7/21/12-8/31/12	V01607	RECREATION/USE MASTER PLN
	10/31/2012	232672	HOUSTON-MOORE GROUP LLC	133,660.71	7/21/12 TO 8/31/12	V01608	WORK-IN-KIND (WIK)
	10/31/2012	232672	HOUSTON-MOORE GROUP LLC	4,087.00	7/21/12 TO 8/31/12	V01609	HYDROLOGY/HYDRAULIC MODEL
Total Engineering Services \$				861,892.17			
790-7920-429-33-05	10/31/2012	232672	HOUSTON-MOORE GROUP LLC	128,371.74	7/21/12 TO 8/31/12	V01601	HMG - PROJECT MANAGEMENT
Total Engineering Services \$				128,371.74			
790-7920-429-33-06	10/17/2012	232017	BRAUN INTERTEC CORP	2,508.00	THROUGH 9/7/12	V00501	Braun Intertech Disturbed
	10/31/2012	232603	BRAUN INTERTEC CORP	2,842.00	THRU 10/12/12	V00501	Braun Intertech Disturbed
Total Quality Testing \$				5,350.00			
790-7920-429-33-79	10/31/2012	232613	CH2M HILL ENGINEERS INC	550,811.05	THRU 9/28/12	V00202	CH2M Hill 3/12-9/30/12
Total Project Management \$				550,811.05			