

STAFF REPORT



MEETING DATE:	February 26, 2019
SUBJECT:	Amend Technical Services Agreement with CivicPlus for Website Maintenance to Extend by One Year
AGENDA ITEM:	8-12
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to amend the technical services agreement with CivicPlus for continued maintenance of SRTA's website through March 28, 2020, not to exceed \$4,822.

DISCUSSION:

SRTA's website is essential to doing business and meeting public information requirements. The agency's technical services agreement with CivicPlus for website hosting and maintenance ends on March 28, 2019. Additional time is needed to perform some basic website updates included in the original contract price and to conduct a new procurement for a replacement website.

The agency's current agreement with CivicPlus is for \$34,329 over a five-year term. It is recommended that the board of directors authorize the executive director to amend this agreement to extend the term by one year and add \$4,822 to the budget for continuation of web hosting and maintenance. SRTA's policies allow for minor changes to agreements.

ALTERNATIVES:

Should the current agreement with CivicPlus not be extended, the agency's website may not be accessible for approximately two months while a new service provider is engaged and the new website is being developed.

FISCAL IMPACT:

If approved, \$4,822 would be added to the CivicPlus agreement for one additional year of web hosting and maintenance. There is no fiscal impact to the agency since web hosting is budgeted in the Overall Work Program each year for these services, regardless of the specific provider. Once the new website is up and running, any unused balance from the CivicPlus agreement will be prorated and refunded to the agency.

A handwritten signature in blue ink, appearing to read "D. Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director