



Emergency Board Meeting
Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471

October 1, 2019
1:30 PM

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLIGENCE

3. PROOF OF PUBLICATION

4. PRESENTATIONS

5. ACTION ITEMS

A. TPO Website

Staff will present hosting cost comparison options and follow-up information regarding the roles and responsible entities for developing, designing and maintaining the new TPO website.

6. COMMENTS BY FDOT

7. COMMENTS BY TPO STAFF

8. COMMENTS BY TPO MEMBERS

9. PUBLIC COMMENT (Limited to 2 minutes)

10. ADJOURNMENT

If reasonable accommodations are needed for you to participate in this meeting, please call the TPO Office at (352) 629-8297 forty-eight (48) hours in advance so arrangements can be made.

Pursuant to Chapter 286.0105, Florida Statutes, if a person decides to appeal any decision made by the TPO with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The next regular meeting of the Ocala/Marion County Transportation Planning Organization will be held on
October 29, 2019.



TO: TPO Board Members
FROM: Rob Balmes, Director
SUBJECT: New TPO Website – September 24 Agenda Action Item Summary

The following provides a summary of the TPO Board meeting discussion and action item on September 24, 2019 regarding the new TPO website.

E. TPO Website

Staff will present the recommendation to hire a vendor to develop, maintain and host the new TPO website based on the recent Interest to Quote (ITQ) process through Marion County Procurement.

TPO Director, Rob Balmes explained that an open solicitation was conducted through the Marion County Procurement Department in collaboration with Marion County IT for a new TPO website. Three bids were received with SGS Technologie, LLC coming in as the lowest qualifying bidder with charges as follows:

- \$16,856 one-time fee for developing and designing the website
- \$3,000 Annual Maintenance fee per year
- \$1,020 Annual Hosting fee per year

Recurring fees would be \$4,020 per year which is approximately \$2,000 more than current payments to the City of Ocala's vendor for the annual sub-site maintenance. This is an increase moving forward; however, the new TPO website will be fully independent with no governmental attachments.

The TPO Director explained that at any time if the TPO was not satisfied with the vendor a 90-day notice may be given to end the contract, and the TPO could move in a different direction.

Mr. Zalak asked what was provided in the Annual Maintenance costs.

Mr. Balmes said that in general it included maintenance for any bugs, issues, technical support to staff, security and ensuring ADA compliance.

Mr. Zalak asked if there was a reason why Marion County could not host the website since the City of Ocala had been hosting the current TPO website.

Mr. Balmes said there was the possibility that the County could host but with the all-inclusive package of \$1,000 a year rate provided by the vendor to host that equals out to around \$83 a month. He used his judgement to determine this was the best deal for the TPO, and reiterated the flexibility of the contract allowed the TPO to change course if needed as well.

Mr. Zalak wanted to make sure that the County provided a price to host the website to the TPO Board to see what was more cost effective. Mr. Zalak also requested Mr. Balmes investigate what the ongoing maintenance costs are if the County were to also maintain the site. The TPO Board needed to see the comparisons.

Mr. Zalak made a motion to approve design and development of the website and table the maintenance and hosting aspects of the contract until it was brought back to the TPO Board. Mr. Moore seconded, and the motion passed unanimously.

Ultimately, the board decided to move forward with the development and design by the vendor, excluding maintaining and/or hosting until a cost comparison from Marion County IT was brought back for their review.

Note:

On September 25, 2019, Marion County Procurement informed the TPO that they were not able to proceed to contract with the low-bid vendor (SGS Technologie) to only develop and design the website, separate from maintenance tasks. Both items were rolled up together in the Scope, and the contract and could not be separated without starting over with the procurement process. Only the hosting fee was completely separate with the option of selecting the vendor or the County.



TO: TPO Board Members
FROM: Rob Balmes, Director
SUBJECT: TPO Board Meeting – Website Hosting Options

The following provides a summary of the new TPO website cost comparison background information as requested by the TPO Board on September 24, 2019. This summary first outlines the roles and responsible entities for the TPO website, and a then cost comparison between the vendor and county hosting the website. The following information has been provided by SGS Technologie, LLC (low-bid Vendor) and Mr. Tom Northey, Director of Marion County IT (County).

Roles and Responsibilities of TPO Website

To following chart provides further clarification regarding the roles and responsible entities for the new TPO website. The Interest to Quote (ITQ) for the website was developed based on this information. Guidance and direction was provided to the TPO by the County to ensure a comprehensive and accurate Scope of Services was developed.

Roles	Responsible Entity
Website Design	Vendor
Website Maintenance	Vendor
Website Content	TPO
Hosting (Server)	Vendor or County

Hosting Cost Comparisons of TPO Website

To following chart provides a breakdown of the costs for the Vendor or the County to host the website. The information includes costs for year one and then annual recurring fees for years two to five, assuming the Vendor continues to be under contract for this duration of time.

Vendor Hosting	Year 1	Annual Years 2 - 5
Hosting Fees	\$ 1,020	\$ 1,020

*County Hosting	Year 1	Annual Years 2 - 5
Server Maintenance	\$ 492	\$ 492
Server Setup, Website Configuration and Performance Tuning	\$ 720	\$ -
County Hosting Total	\$ 1,212	\$ 492

*Estimates for the County hosted solution are based on recent implementation of the Tourist Development website.

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The County has also stipulated the following requirements must be met by the Vendor in order to accept hosting responsibility of the TPO website.

County Requirements:

- Must maintain technical compatibility with County server systems.
- Must maintain County security standards.
- All software must be current and supported by software manufacturers.

Hosting Options

- OPTION 1
 - **Vendor** Develop and Design TPO website (\$16,856 one-time)
 - **Vendor** Provide annual Maintenance TPO website (\$3,000/yr recurring).
 - **Vendor** Provide annual Hosting TPO website (\$1,020/yr recurring).
- OPTION 2
 - **Vendor** Develop and Design TPO website (\$16,856 one-time)
 - **Vendor** Provide annual Maintenance TPO website (\$3,000/yr recurring).
 - **County** Provide annual Hosting TPO website (\$1,212/yr 1; \$492/yrs 2-5).

Mr. Tom Northey will be present at the meeting to provide further information and answer any questions. If you have any immediate questions or concerns, please contact me at 438-2631.