

# Issue Analysis Form



**Date:** November 9, 2022  
**Item:** BoardDocs Proposal  
**Lead Department(s):** Board of Supervisors  
**Contact Person(s):** Teresa Knott  
Betsy Drewry

## Description and Current Status

At the request of the Prince George County Board of Supervisors, the Clerk met with the County Administrator and the Finance Director to discuss the best approach to purchase and implement an electronic agenda platform. The County Administrator recommended using the same program that the Prince George County School Board uses (BoardDocs) as it coincides well with Swagit. The Clerk and the Finance Director have met with a representative from Diligent twice to receive a demonstration of how the program works, initial and ongoing costs, order form / agreement and the implementation timeline.

BoardDocs Pro is a state-of-the-art, cloud-based Board Management Service developed specifically for public governing bodies. BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, and policies and procedures via the internet. Staff Members can quickly and easily create, approve and track agenda items and other correspondence. BoardDocs services offer governing bodies a simple way to eliminate paper-based and less advanced electronic processes while maintaining a searchable, legal repository for all documents. BoardDocs improves governance by making documents readily available to governing bodies, designated staff and the public in a professional, easy-to-access format.

### Features include:

- Create, manage and publish meeting agendas and supporting documents
- Archive meetings, minutes and related documents for access by all stakeholders
- Manage policies and procedures through entire lifecycle
- Take minutes notes and record voting
- Search publicly shared agenda and policy information from other public governing bodies
- Easily associate video or audio with each meeting and index individual agenda items to any part of the video
- Advance workflow to distribute agenda item creation, approval and collaboration throughout the County
- Track progress on strategic plans and goals
- Meeting control panel to track, share and record board actions including motions and voting in real time
- Provide access to reference documents in the library
- Utilize the actions collected during the meeting to generate minutes, attach them for adoption by the Board

### Costs:

The total cost for FY2023 is \$8,225.00, and includes an annual subscription fee of \$7,225.00 and a one-time installation fee of \$1,000.00. The BoardDocs pricing proposal, using a TIPS

cooperative contract is provided as **Attachment 1**. The order form / agreement is provided as **Attachment 2**.

The ongoing annual subscription fee is \$7,225.00 {FY2024 and beyond}.

This \$8,225.00 cost is not budgeted for FY2023 and would require a transfer from the General Fund contingency.

**Implementation Timeline:**

Following receipt of an approved Order Form by BoardDocs, the estimated implementation timeline is eight (8) weeks.

**Next Steps:**

Board Authorization of staff to move forward with approval of BoardDocs as the digital platform {either by resolution on November 22 (award of contract), or by consensus tonight} – formal award of contract is not required since the cost is less than \$50,000

Approval of a transfer from the General Fund Contingency for \$8,225.00 {can be place on Board agenda for November 22, 2022}

**Budget Transfer Entry:**

0100-09-401-0917-49199	General Fund Contingency	(\$8,225.00) decrease
0100-01-001-0100-48104	Board of Supervisors Software Agreements	\$8,225.00 increase

**Government Path**

- |   |   |  |
|---|---|--|
| <b>Does this require IDA action?</b>                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Does this require BZA action?</b>                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Does This require Planning Commission Action?</b>  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>Does this require Board of Supervisors action?</b> | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <b>Does this require a public hearing?</b>            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <b>If so, before what date?</b>                       | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |

**Fiscal Impact Statement**

The FY2023 cost is \$8,225.00, and will require a transfer from the General Fund Contingency. The ongoing annual subscription fee is \$7,225.00

**County Impact**

Implementing BoardDocs as the County's digital agenda platform will result more efficient agenda management and will reduce paper / printing costs.

**Notes**



**Prepared For: County of Prince George**

COST SUMMARY	
<b>BoardDocs Pro Document Management System – One-time start-up fee</b>	\$1,000
<b>Option 3 BoardDocs Pro Document Management System – Recurring Cost:</b>	\$7,225 per year

- All options include maintenance/support, installation, training, implementation, updates, upgrades and customization



# BoardDocs®

A DILIGENT BRAND

## BoardDocs LT

### FEATURES

- Create, manage and publish meeting agendas and supporting documents
- Archive meetings, minutes and related documents for access by all stakeholders
- Manage policies and procedures through the entire lifecycle
- Take minutes notes and record voting
- Search publicly shared agenda and policy information from other public governing bodies
- Easily associate video or audio with each meeting and index individual agenda items to any part of the video

ATTACHMENT 1

## BoardDocs Proposal

## BoardDocs Pro

### FEATURES

#### Everything in BoardDocs LT and more:

- Advanced workflow to distribute agenda item creation, approval and collaboration throughout your organization
- Track progress on strategic plans and goals
- Powerful Meeting Control Panel to track, share and record board actions including motions and voting in real time through the Scoreboard
- Provide access to reference documents in the library
- Utilize the actions collected during the meeting to generate minutes, attach them for adoption by the board and automatically release to stakeholders

Your contact at BoardDocs is Shena Ennis – please see contact details below.



# BoardDocs®

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**Shena Ennis**

*Sales Advisor | BoardDocs*

**Direct:** 954.639.3788

**Email:** [sennis@diligent.com](mailto:sennis@diligent.com)



**ORDER FORM**

This Order Form is made by and between Prince George County (“Client”) whose principal place of business is 6602 Courts Drive, Prince George, Virginia, 23875, United States and Diligent Corporation (hereinafter “Diligent”), whose principal place of business is located at 1111 19th St NW, 9th Floor, Washington DC 20036. The Order Form is effective as of the **Effective Date**, as defined below. Each of Client and Diligent are a “Party” and are together the “Parties.” All amounts are in USD currency.

**A. Terms**

This Order Form, together with the applicable General Terms and Conditions as identified at <https://diligent.com/governance-cloud-terms-conditions> and the applicable Product Terms as identified at <https://diligent.com/product-terms>, form the entire agreement between the parties in respect of the products and services set forth in this Order Form (the “Agreement”). For purposes of this Agreement, in the event of any conflict between the Order Form and the General Terms and Conditions, the Order Form shall control. Notwithstanding anything to the contrary in any purchase order or other document provided by Client, any product or service provided by Diligent to Client in connection with a purchase order related to this Order Form is conditioned upon Client’s acceptance of the Agreement. Any additional, conflicting or different terms proffered by Client in a purchase order or otherwise shall be deemed null and void. This Order Form is issued in accordance with The Interlocal Purchasing System (TIPS) contract #200105.

**B. Diligent Services**

**Subscriptions**

Description	Quantity	Annual Price Per	Total Annual Price
BoardDocs Pro	1	\$7,225.00	\$7,225.00

**Total Annual Subscription Fee: \$7,225.00**

**One-Time Installation Fee: \$1,000.00**

Upon execution of this Agreement, Diligent will issue an invoice for the amount of \$8,225.00, plus applicable taxes.

Pricing is valid until November 25, 2022. If the Agreement received is executed by Client after this date, Diligent may accept or reject the Agreement in its sole discretion.

The “Effective Date” of this Agreement shall be the date of the Client’s signature, and the Initial Term of the Agreement shall run for 1 year from the Effective Date.

After the Initial Term, the term of the Agreement will automatically renew for additional 1 year Renewal Terms, unless either Party provides the other written notice of non-renewal no later than 30 days prior to the expiration of the Initial Term or any Renewal Term. For each year of the Term, pricing shall increase by 8.00% on each anniversary of the Effective Date. Any notices of non-renewal issued by Client to Diligent must be provided to [billing@diligent.com](mailto:billing@diligent.com). All Subscription Fees shall be payable on an annual basis in advance. All payments are due Net 30 days from the date of invoice.

**C. Notices And Client Information**

	Invoicing	Notices
<b>Client Contact Name:</b>		
<b>Address:</b>		



Agreement Number: Q-1043188

<b>Billing Contact:</b>		
<b>Phone:</b>		
<b>E-mail:</b>		
<b>Additional Email:</b>		
<b>VAT/Tax ID:</b>		
<b>Purchase Order:</b>		

**IF APPLICABLE:**  Tax-exempt Entity: Please attach a copy of your tax-exemption certificate to this order form.

**Notices to Diligent:**

Except as otherwise identified, all notices to Diligent shall be sent to:

Diligent Corporation  
111 West 33rd Street, 16th Floor, New York, NY 10120

[Legal@diligent.com](mailto:Legal@diligent.com)

IN WITNESS WHEREOF, the Parties hereto have executed the Agreement as of the Effective Date.

**Prince George County**  
("Client")

**Diligent Corporation**  
("Diligent")

By:

By:

Name:

Name:

Job Title:

Job Title:

Date:

Date: