



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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July 28, 2009

## **MEMORANDUM**

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**SUBJECT:** **PERMISSION TO NEGOTIATE: NOVUSOLUTIONS  
ELECTRONIC BOARD PACKET PROGRAM**

Since autumn 2008, a cross-functional team of District employees has investigated options for automating the Board packet process. The team's goal was to identify an affordable, web-based, user-friendly electronic system to create the Board agenda, distribute the Board packet, and create searchable minutes of each meeting. The system must be compatible with both MAC and Dell computers, as the District operates these dual platforms. The agenda and minutes must be available and easy to access on-line for the Board, District employees and the public.

Members of the committee included:

- Vickie Herring, Secretary to the Board
- Jan Schmitz, Secretary to Superintendent Fiorentino
- Amy Flack, Buyer Assistant
- Arlene Zimney, Buyer
- Kendra Goodman, Purchasing Agent
- Chuck Hutinger, Supervisor of Information Services
- Kevin Duval, Network Technician

The committee conducted informational on-line "webinars" with the three (3) companies on which we had information at the start of the process: IQM2, Questys, and Novusolutions. A sub-committee consisting of Ms. Herring, Ms. Schmitz and Ms. Flack conducted site visits to local governmental entities using each of these systems to see them "in action."

After a thorough review of the cost, technology, functionality, training, references provided, and potential for future growth of the system, the committee is requesting permission to negotiate a contract for software and support with Novusolutions ("Novus"), a Tampa-based company, for their NovusAGENDA system. As a critical component of this decision, Kevin Duval has confirmed that Novus' web-based technology works with both MAC and Dell computers. Additional factors in this recommendation include:

- The City of Clearwater uses a smaller version of Novus in their Board operations. Although their workflow is obviously different than that which would be used by the District, the technology is flexible, user-friendly, and will be customized as part of the implementation to meet the District's unique workflow. The system has good search capabilities, enabling the Board, District employees, and the public to quickly locate relevant information.
- A critical technical reference was obtained by Mr. Duval from the system's Project Coordinator in Nassau County (Long Island), NY – population 1.3 million. Nassau County also has a blended MAC/PC environment, with approximately the same number of departments as the District (25 – 30) uploading to the system. Novus has operated seamlessly for them for the past three (3) years. Ms. Zimney also spoke with the Project Coordinator at the City of Topeka, Kansas, which has used Novus for three (3) years. They are extremely pleased with Novus' technology, system flexibility and ease of use, support and training. As Novus is a local company, we believe this good customer service will be the same for the District.
- The system is detailed and flexible enough to allow for growth (for example, video streaming of Board meetings) should the District wish to purchase additional modules in the future.
- It is estimated that full implementation of the program can be achieved within 3 – 4 months after a final contract is approved by the Board and a purchase order is issued to Novus.

Novus is capable of hosting the program for the District, or we can host the program ourselves. Purchasing has discussed both options with Mr. Bruce Baldwin, Director of Information Services; Mr. Baldwin believes it is in the District's best interest to host the program internally. Costs to implement the program are estimated as follows:

- Approximately \$39,100 one-time cost for full deployment, including workflow review, training for District employees and the Board, and customization of the system, to be paid out of capital funds.
- Annual maintenance and support are included for the first year of the program. Thereafter, annual maintenance and support are estimated to be \$3,800 per year.
- Approximately \$8,500 one-time cost for a District server and associated software.
- Scanners will be required for those departments which do not currently have one. Information Services is currently auditing which departments will require a scanner (cost and functionality TBD), or have an existing copier which can be retrofitted with scanner capability. Our goal is to coordinate the workflow design to mirror our existing structure while greatly streamlining the process, paperwork and time. We believe that we will be able to consolidate the document upload process for various departments, to minimize the cost of purchasing scanners or scanner software.

We are requesting permission to negotiate costs, terms and conditions with Novusolutions. A final contract, including costs, will be brought back to the Board for approval at the conclusion of negotiations. Please feel free to contact me at your earliest convenience if you have any questions or concerns.

KDG/az

Date/Time July 22, 2009; 11:44:00

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