

OMB Granicus Review

Granicus Title	Third Amendment to the agreement with ImageTrend, Inc. for Safety and Emergency Services Fire/Emergency Medical Services Records Management System.				
Granicus ID#	24-0375D	Reference #	22-0748-N	Date	11/27/2024

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

Fiscal Information:

New Contract (Y/N)	N	Original Amount	\$	3,178,352.56
Fund(s)	1006	Amount of Change (+/-)	\$	(19,768.00)
Cost Center(s)	344110	Total Amount	\$	3,158,584.56
Program(s)	1815	Amount Available (FY25)	\$	1,024,430.00
Account(s)	5540001	Included in Applicable Budget? (Y/N)	Y	
Fiscal Year(s)	FY23 – FY25			

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Safety and Emergency Services (SES) is seeking the approval of Third Amendment with ImageTrend, Inc. (ImageTrend) by the County Administrator (CA). This contract was originally awarded by the Board of County Commissioners (BCC) on November 15, 2022, for a three-year term with a not-to-exceed (NTE) threshold of \$3,136,952.56. On March 30, 2023, the First Amendment was approved by the Director of Purchasing for a corrective purpose only with no change to agreement amount or terms. The Second Amendment was approved by the CA on December 18, 2023, for an increase of \$41,400.00 with a revised NTE of \$3,178,352.56 through November 14, 2025.

Approved Contract Summary		
Description	Amount	Fiscal Year
Total NTE to Date:	\$ 3,178,352.56	2024
Original Contract	\$ 3,136,952.56	2023
First Amendment	\$ -	2023
Second Amendment	\$ 41,400.00	2024

The proposed Third Amendment will de-scope SaaS items in Exhibit C, recurring fees in years two and three for a total reduction of \$19,768.00, or X%. The revised NTE threshold will be \$3,158,584.56 through November 14, 2025.

Proposed Contract Changes	
Description	Amount
Total NTE to Date	\$ 3,178,352.56
Third Amendment	\$ (19,768.00)
Revised NTE	\$ 3,158,584.56

Funding for this agreement is sufficiently included in the FY25 Operating Budget for Safety and Emergency Services (SES) in the Emergency Medical Services (EMS) Fund. A total of \$1,024,430.00 was confirmed by the Office of Management and Budget (OMB) in the FY25 Budget for ImageTrend. Approval of Third Amendment is not anticipated to cause the need for spending adjustments or budget amendments.

Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
 - a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is ____ percent higher or lower due to ____)"**.
5. Save the form with the following naming convention:
 - a. **OMB.Review_XX-XXXX_Department_Subject_Date)**
 - b. (e.g., OMB Review_22-529A_PW_Sidewalk_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
 - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).