

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 17-22**

A RESOLUTION APPROVING A PURCHASE AND SERVICE AGREEMENT WITH DILIGENT TO ACQUIRE BOARDDOCS® SOFTWARE REGARDING ELECTRONIC MEETING AGENDAS AND RECORD RETENTION TO BE ADMINISTERED BY THE FOREST HEIGHTS CLERKS OFFICE

Introduced By: Mayor Calvin Washington

WHEREAS, Diligent is a US-based web site providing open meetings management and facilitation; and

WHEREAS, the Town Administrator, Program Manager, and the Town Clerk have recommended that the Mayor and Council consider procuring BoardDocs Plus®; and

WHEREAS, BoardDocs® is cloud-based board management software for small and midsize municipalities, schools and governments with primary features including meeting agenda management, policy management, event management, advanced search, document management and voting; and

WHEREAS, BoardDocs® is the easiest and most powerful software on the market for boards, and with best-in-class security, top-rated customer support and constant innovation, BoardDocs supports key modern governance practices that are critical to the ongoing success of elected bodies and communities; and

WHEREAS, for agile boards, BoardDocs provides the tools and resources needed to manage a diverse committee structure with features that improve collaboration and incite better decision-making; as well as leveraging all core features from BoardDocs, users also can automate board member pages and packets, improve events management, access deep library management, implement multi-user authoring and approvals and track real-time progress on goals; available as an add-on for both BoardDocs LT and BoardDocs Pro, each governing body can have separate confidential meetings, separate document managers and separate administrative access; users can manage and control meetings and minutes separately for related boards and committees, designate different publishers for different boards and committees, Create separate workflows and approval processes with BoardDocs Pro Plus; and

WHEREAS, the Mayor and Council finds that several other Maryland jurisdictions use BoardDocs® such as Charles County, St. Mary's County, Wicomico County, Baltimore County Public Schools, Frederick County Public Schools, Board of Education of Harford County, Leonardtown, Prince George's County Public School and several others have engaged the services of Diligent and found it to be an efficient and cost-effective way to conduct public meetings and share public documents in a manner that is consistent with the Town Charter, and State law; and

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WHEREAS, the Town Charter, § 33-63(f) authorizes the Town to forego the normal procurement process through cooperative purchasing in certain cases where another government entity has already made a competitive purchase of said item and therefore the Mayor and Council may, without soliciting bids, purchase the item in question at the bid price from the successful bidder, if the Mayor and Council determines that the bid price is competitive; and

WHEREAS, the Treasurer has certified in writing that the funds are available under Line Item 8200 of the FY 2022 Budget.

NOW THEREFORE BE IT RESOLVED, by the Mayor and the Town Council of the Town of Forest Heights, that the Treasurer and the Town Administrator are hereby authorized to enroll in Diligent's Board Docs Solutions, according to the terms and conditions of the Agreement found at <https://diligent.com/governance-cloud-terms-conditions> and at total annual price of \$8,000.00, and 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 5.00% on each anniversary of the Effective Date.

AND BE IT FUTHER RESOLVED, that this service shall be paid from preapproved American Rescue Plan funding. Project Number TOFH-FY22-ADMIN-1138 coinciding with the associated Capital Project Sheet.

AND BE IT FUTHER RESOLVED, that the Mayor is authorized to sign this Resolution and it shall take effect on the day it is adopted.

PASSED this 20 day of April 2022.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
LILLY	<u>Yea</u>
KENNEDY II	<u>Yea</u>
NOBLE	<u>Yea</u>
BARNES	<u>Yea</u>
HINES	<u>Yea</u>
WASHINGTON	<u>Yea</u>
ATKINSON	<u>Absent</u>

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ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

By: SIGNATURE ON FILE

Calvin Washington, Mayor

By: SIGNATURE ON FILE

TANYA HINES President

[Exhibit 1 – Capital Project Sheet TOFH-FY22-ADMIN-1138]

[Exhibit 2 – Board Docs Agreement Number: Q-840416]

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 20 day of April 2022 with 6 Aye votes and 0 Nay votes the aforesaid Resolution 17-22 passed.

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk