COUNTY OF HUMBOLDT

For the meeting of: 8/22/2023

File #: 23-1074

To: Board of Supervisors

From: Aviation

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Professional Services Agreement with Civix for Agreement and Financial Management Software Installation and Support

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve and authorize the Director of Aviation to execute the attached Professional Services Agreement (PSA) with Civix for agreement and financial management software installation and support; and
2. Authorize the Director of Aviation to execute any amendments and successor agreements, not to exceed $2,404, after the review by County Counsel, Risk Management, and County Administrative Office.

SOURCE OF FUNDING:
Aviation (3530-381)

DISCUSSION:
The Humboldt County Department of Aviation currently manages six (6) county-owned airports, including various leases at all airports and hangar licenses at four (4) general aviation airports. Combined, the department manages more than 100 agreements. Currently, administrative staff spends more than 100 hours per month on manual, duplicative efforts to maintain these agreements and manage associated accounts receivable and other agreement associated documentation. The department desires to remove inefficiencies in processes and improve accuracy.

Administrative staff identified three (3) web-based software vendors that provide aviation-specific software that can integrate with the County's centralized financial software system for agreement and financial management: Civix, ProDIGIQ, and AeroCloud. Staff reached out to these vendors to arrange product demonstrations. Aviation staff also reached out to other airports that utilize these different

software programs to learn the benefits and shortcomings of each being utilized in similar settings. In those conversations with other airports, no other airport identified utilization of Finance Enterprise as their sole means of managing airport user agreements and the associated financial management related to those agreements. Additionally, staff reached out, unsuccessfully, to Finance Enterprise with multiple requests for a demonstration.

Following product demonstrations, vendors were asked to provide Aviation with their best service and pricing proposal including software solutions proposed, delivery strategy and approach, and all costs associated with product installation and ongoing services. Of the vendor proposals received, ProDIGIQ declined to provide a formal, full proposal even after several requests. Administrative staff did not request a proposal from Finance Enterprise Central Square as it was unable to view a demonstration of potential software solutions that may meet Aviation's needs.

Administrative staff conducted software analysis and weighted evaluations for each product based on the product demonstration and service pricing proposal received within five (5) critical areas: (1) contract and agreement management capabilities; (2) receivable real-time tracking and management by tenant; (3) installation and support services; (4) software costs including initial installation and ongoing services provided; and (5) versatility of the product to grow with Aviation's current and future needs (Attachment 1).

The following table provides evaluation criteria by total values available and combined weighted evaluation of each vendor product.

Service Category	**Points Available**	**Civix**	**ProDIGIQ**	**AeroCloud**
Contracts & Agreements	30	30	27.5	14
Receivables (by Tenant)	30	30	25	0
Installation & Support Services	10	6	5	8
Software Costs (Installation, Ongoing)	10	5	6	8
Versatility	20	20	15	9
Total:	**100**	**91**	**78.5**	**39**

Civix is the only product vendor that provided a formal pricing proposal for all services Aviation needs for effective contract and financial management (Attachment 2). Administrative staff's full analysis and evaluation results are attached as Attachment 1.

Based on administrative staff product analysis and evaluation, the Department of Aviation recommends that the Board of Supervisors authorize the Director of Aviation to execute the attached PSA (Attachment 3) with Civix. Additionally, it is recommended that the Board authorize the Director of Aviation to execute any amendments and successor agreements, not to exceed $2,404, after review by County Counsel, Risk Management, and the County Administrative Office, to avoid any unnecessary service delays.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	**FY23-24 Adopted**	**FY24-25 Projected**	**FY25-26 Projected**	**FY26-27 Projected**	**FY27-28 Projected**
Budgeted Expenses	$79,935	$37,219.35	$39,080.32	$41,034.33	$43,086.05
Total Expenditures	**$79,935**	**$37,219.35**	**$39,080.32**	**$41,034.33**	**$43,086.05**
Funding Sources (Fund, Budget Unit)	**FY23-24 Adopted**	**FY24-25 Projected***	**FY25-26 Projected***	**FY26-27 Projected***	**FY27-28 Projected***
CARES Federal Funding	$50,000				$$
Aviation Enterprise Fund	$29,935	$37,219.35	$39,080.32	$41,034.33	$43,086.05
Total Funding Sources	**$79,935**	**$37,219.35**	**$39,080.32**	**$41,034.33**	**$43,086.05**

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:
The Civix proposal provides a five-year web-based solution in the amount of $240,355.05 this includes a one-time implementation and training cost of $49,288, first-year discounted annual fee of $30,647, and 5% annual increases to annual fees.

The Department of Aviation has included in its fiscal year (FY) 2023-24 approved budget a total of $79,935 for the first year of the five-year contract with Civix, including $50,000 in CARES federal funding and $29,935 in Enterprise Fund projected revenues in 3530-381. Funding for subsequent fiscal years from FY 2024-25 through FY 2027-28 will be realized through the department's Enterprise Fund projected revenues.

STAFFING IMPACT:
This agenda item has no direct effect on the number of full-time employees; however, it will have indirect impacts. Department of Aviation administrative staff spends approximately 100 hours per month on manual, duplicative efforts to maintain hangar license agreements, land lease agreements, and manage accounts receivable. Employing web-based software solutions to assist administrative staff with these tasks will significantly increase efficiency, reduce the department's need to consider additional staffing, and enhance the department's level of service to airport users and the community.

STRATEGIC FRAMEWORK:
This action supports your Board's Strategic Framework priority of providing community-appropriate levels of service and manage our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:
County Administrative Office - Information Technology

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board may decide not to authorize the agreement with Civix for agreement and financial management software installation and support. However, this alternative is not recommended as without the investment into a centralized aviation-specific software solution, the Department of Aviation will continue to see missed efficiencies, increased labor-intensive processes, and will need to

consider additional staffing.

ATTACHMENTS:
Attachment 1: Software Analysis and Evaluation
Attachment 2: Civix Proposal
Attachment 3: Professional Services Agreement

PREVIOUS ACTION/REFERRAL:
Board Order No.: N/A
Meeting of: N/A
File No.: N/A