

Agenda Item B-2

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945

DATE: August 24, 2016

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **B-2**: REQUEST FOR APPROVAL OF PROPOSAL FROM
O'RORKE, INC. FOR MERAONLINE.ORG
REBUILD AND HOSTING

Recommended Action: Approve the recommended Proposal for meraonline.org Redevelopment and Hosting from O'Rorke, Inc., in the amount of \$19,900 plus a Webmaster Project Administration budget of \$3,000 and authorize the Executive Officer to enter into an Agreement with O'Rorke, Inc.

Background: As reported to the Governing Board on July 27, 2016, County IST on June 17 notified MERA, via our Web Master Stephanie Leonard, that MERA needed to find a new host for meraonline.org by June 30. Web Master Leonard requested and was granted a 30-day extension to July 31 to keep the County as Host on marin.org. The marin.org server is being decommissioned due to its old technology which is seen as a security risk. Associated with the move is the need to identify a site developer to rebuild MERA's website infrastructure given its last enhancement was in late 2009 and is now in need of redevelopment.

Since MERA's first extension, a second extension was approved by County IST to permit MERA to solicit developer/host proposals. Two proposals were received from O'Rorke, Inc. (sample local client: ZeroWasteMarin) and Rob Mayfield (sample local clients: Marin General Services JPA and Marin LAFCO). Both have excellent references and are more than capable to perform the work as confirmed by Webmaster Leonard.

After evaluating the scope of the proposals, client website checks, staffing depth, future support capacity and costs, Webmaster Leonard and I, with input of NFPD Administrative Services Manager Jeanne Villa, recommend O'Rorke, Inc. at a cost of \$19,900 to immediately commence work on meraonline.org with Governing Board approval. An additional budget of \$3,000 for Webmaster Leonard's coordination of this project is likewise recommended. Finally, a hosting plan with Media Temple at \$30 per month with annual pre-payment will be covered by the current \$1,100 Operating Budget Line Item for Contract Services.

Source of funds for this unanticipated project is the FY16-17 Operating Budget Contingency Line Item of \$40,000.

ATTACHMENT:

B-2a O'Rorke, Inc., Website Development Estimate for MERA dated 7-26-16