

MEMO

To: Madison County Board of Supervisors

From: Carl Allen

Subject: Contract Renewal for GIS Professional and Technical Services

Date: March 14, 2017
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The board of Supervisors previously authorized the Department of Planning and Zoning to enter into negotiations with Central Mississippi Planning and Development District (CMPDD) for renewal of an ongoing contract for professional and technical services for the Madison County GIS Department. The proposed contract, having been reviewed by Katie Bryant Snell and has since approved the document for execution.

The contract amount is not to exceed \$25,000.00 and is based on a per hour rate for the various services to be provided by CMPDD. The contract will include but not limited to map viewer maintenance and enhancements as well as the necessary updates to E-911 data sets.



CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT

1170 Lakeland Drive • P.O. Box 4935 • Jackson, Mississippi 39296-4935 • (601) 981-1511 • Fax: (601) 981-1515

Cobie Collins, President
Les Childress, Vice President
Alton Shaw, Secretary-Treasurer
Michael Monk, Chief Executive Officer

November 21, 2016

Mr. Carl F. Allen, Director
Madison County Department of Planning and Zoning
125 West North Street
Canton, Mississippi 39046

Dear Mr. Allen:

Enclosed you will find three copies of the proposed renewal of the Contract for Professional and Technical Services for the Madison County GIS Department. This contract has a not-to-exceed cap of \$25,000 and will allow us to continue to provide technical assistance to the County on Geographic Information Systems (GIS) related matters. Primary areas of involvement will include map viewer maintenance and enhancements as well as updating E-911 data sets, including structure point files, road names, and road centerlines.

As always, we appreciate the opportunity to be of assistance to Madison County and look forward to continuing to improve data collection, maintenance and dissemination in the County. Please feel free to contact me should you have any questions.

Sincerely,

Chuck Carr
Director of Planning and Management

CONTRACT FOR PROFESSIONAL AND TECHNICAL SERVICES

THIS AGREEMENT, entered into as of the ____ of _____, 2016, by and between MADISON COUNTY, MISSISSIPPI, hereinafter called “the COUNTY” and the CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT, hereinafter called “the CMPDD”, WITNESSETH THAT:

WHEREAS, the COUNTY desires to engage the CMPDD in certain professional and technical services, hereinafter described.

NOW, WHEREFORE, the parties hereto do mutually agree as follows:

1. Employment of the CMPDD

The COUNTY hereby agrees to engage the CMPDD; and the CMPDD hereby agrees to provide the services hereinafter set forth.

2. Scope of Services

The CMPDD’s professional Geographic Information System (GIS) staff (mapping, programming and technical) shall continue to update and enhance the County GIS Map Viewer with the incorporation of additional layers and functionality aimed at meeting the needs of users. CMPDD will provide technical assistance to the GIS Department aimed at coordinating efforts with E-911, Tax Assessor and IT personnel in the collection, updating, formatting and merging of existing data in the COUNTY. The CMPDD will continue to make recommendations and institute procedures to foster data sharing within departments.

3. Period of Performance

The CMPDD shall provide professional GIS and technical assistance as specified in the Scope of Services beginning on January 1, 2017, and ending on December 31, 2017.

4. Contribution of the COUNTY

Compensation to the CMPDD for work performed shall be on cost reimbursement basis and shall be comprised of the actual cost of personnel, travel, printing, overhead, et. al. costs as related to the performance of this contract **not to exceed \$25,000**, except that all such reimbursements shall be subject to the review and approval of the County and the County shall have the right to refuse to make cost reimbursements which it determines, in its sole discretion, are not reasonable.

5. Termination by the COUNTY or the CMPDD

The COUNTY or the CMPDD may terminate this contract at any time by giving written notice to the other party of such termination. If this contract is terminated by the COUNTY or the CMPDD, the COUNTY shall pay only those costs actually incurred by the CMPDD which are directly attributable to the services covered by this contract.

6. Changes

This contract may be altered from time to time with the approval of both parties. Such changes shall be incorporated in written amendments to this contract.

7. Interest of Officials of the COUNTY

No officer or employee of the COUNTY who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly involved.

8. Cooperation of the COUNTY

The COUNTY hereby agrees that its officials shall cooperate with the CMPDD in the discharge of its responsibilities under this contract and shall be available for consultation at such times as may be mutually agreeable to all parties. The COUNTY shall make available to the CMPDD all data, reports, records, maps, or other information as are existing, available, and necessary for carrying out this contract.

IN WITNESS WHEREOF, the COUNTY and the CMPDD have executed this contract as of the _____ day of _____, 2016.

MADISON COUNTY, MISSISSIPPI

ATTEST:

Trey Baxter
President

Ronny Lott
Chancery Clerk

CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT

ATTEST:

Michael Monk
Chief Executive Officer

Shay Lipe
Director of Finance

STATE OF MISSISSIPPI
COUNTY OF MADISON

Personally appeared before me, the undersigned individuals in and for said County and State, the within named TREY BAXTER and RONNY LOTT, who acknowledged to me that they are the President of the Board of Supervisors and Chancery Clerk of Madison County, Mississippi, respectively, and that as such they did sign, execute and deliver the above and foregoing instrument, having affixed the County seal thereto, for the purposes therein stated, in the name of, for and on behalf of said County, they being first duly authorized so to do.

Given under my hand and official seal, this the ____ day of _____, 2016.

Notary

STATE OF MISSISSIPPI
COUNTY OF HINDS

Personally appeared before me, the undersigned individual in and for said County and State, the within named MICHAEL MONK and SHAY LIPE, who acknowledged to me that they are the Chief Executive Officer and Director of Finance of the Central Mississippi Planning and Development District, Incorporated, respectively, and that as such they did sign, execute and deliver the above and foregoing instrument, having affixed the corporate seal thereto, for the purposes therein stated, in the name of, for and on behalf of said corporation, they being first duly authorized so to do.

Given under my hand and official seal, this the ____ day of _____, 2016.

Debbie Johnson
Notary