

Work Session of the Village Board of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, March 24, 2014 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre, Treasurer Daniel P. Hendricks

ALSO PRESENT: Joan Hamlin, Marcy Stickles, Art Appleby

This was a work session, not a regular meeting. No public comment.
Intended for Board discussion, not action. Therefore, meeting minutes are not required.
If any action is taken, Mayor takes notes & provides to Clerk.

ITEMS FOR DISCUSSION / REVIEW:

- With Treasurer
 - 06/01/14-05/31/15 Budget
 - Discuss and make revisions to budget (if necessary)
 - Public hearing on tentative budget 7pm 4/7 – Middle School LGI
- With Code Review Committee Chair
 - Village Code Chapter 36 Minimum Housing & Buildings Code
 - Public hearing on proposed amendments 7pm 4/7 – Middle School LGI
 - 3/25 – to put final draft on website 7 make available at Village Hall
- Seymour Library – possibility of pursuing formation of Library District
- I.T. / Website Update

ACTION ITEMS (time-sensitive):

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to publish the following RFP (request for proposals) for Village I.T. Service and Website Design.

**VILLAGE OF BROCKPORT
NOTICE**

Please take notice that the Village of Brockport is hereby inviting proposals from providers for IT services along with website (final) design, development and hosting, and email hosting.

Please visit the village website www.brockportny.org to download the RFP.

Providers that work with municipalities preferred. Proposals describing your services, with cost estimates, along with client references must be mailed or e-mailed to Brockport Village Clerk Leslie Ann Morelli (lmorelli@brockportny.org), 49 State Street, Brockport, NY 14420 by 4pm Thursday, April 10, 2014.

Leslie Ann Morelli
Village Clerk
Village of Brockport

Request for Proposal and Pricing - IT Service Contract and Website Development Services
The Village of Brockport seeks a Professional Services Provider for maintenance and support of the IT infrastructure of the village as well as website redesign and development of the village website. The Service Provider should present a comprehensive solution that meets these requirements and follows best practices for a municipal operation such as the Village of Brockport.

IT Support Services

Service Provider should provide monthly pricing for the following services and hourly pricing for all services outside of scope of maintenance services.

- Verification and installation of Windows updates on servers and workstations
- Monitor health of servers and primary performance metrics
- Review server logs for meaningful events or trends
- Monitor Anti-virus software updates and track any events
- Manage server capacity as needed and recommend changes
- Ensure licensing is valid and current
- Monitor Backup Logs and make any recommendations of necessary changes
- Provide ongoing recommendations to Village for IT Technology usage

- Software and Hardware Installation
- Monthly status reporting

Service Provider will also provide support services as needed for existing network infrastructure environment which includes various hardware and software components.

- Workstations – 13 workstations at several locations (Village Office, DPW, Museum, Welcome Center). Most workstations are Win7, a few are WinXP.
- Servers – One Server at Village Office (SBS2008), one server at DPW (SBS2003)
- Firewall - Sonicwall
- Mail Services – mail is currently hosted by a hosting provider (POP3/IMAP).
- Office Environment – MS Office 2007
- Financial and Operations - Harris - FlexBill, MicroFund, CashReceipts, other modules
- Tax and Assessment - TSL
- Code Enforcement – Williamson Law Books

Web Design and Development

Service Provider will conduct a redesign of the current Village website (www.brockportny.org) that will include site layout, graphic design, development, web-based and downloadable forms. The website will be implemented using a Joomla Content Management Solution. Complete project management and implementation should be included in the proposal. Blog capability and mobile-friendly site content must be available options. Some redesign work has already been done. The village will provide design input and content that will be incorporated into the finished site.

Respondents should provide the following.

- Examples of similar work done with other municipalities or like organizations
- List of specific expertise and solution examples
- Organizational capacity and proposed timeframe for site completion
- Proposed project personnel
- References
- Description of Design Approach and Experience
- Budget/cost structure

Response

All pricing shall be valid until June 31, 2014 and the pricing of any recurring services shall be valid through June 31, 2015. All responses should be mailed to Brockport Village Clerk, Leslie Ann Morelli, 49 State Street, Brockport, NY 14420 by 4pm Thursday, April 10, 2014; Proposals may also be emailed to: lmorelli@brockportny.org

ADJOURNMENT:

→ At 8:22pm, Trustee La Plerre moved, Trustee Andrews seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk
from notes of Margaret B. Blackman, Mayor