

**City of Providence**  
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

# RESOLUTION OF THE CITY COUNCIL

No. 122

EFFECTIVE March 17, 2014

RESOLVED, That the Members of the Providence City Council hereby Authorize Approval of the following Sole Source contract award by the Board of Contract and Supply, in accordance with Section 21-26 of the Code of Ordinances.

MS Govern \$70,290.00  
(Info Technology)

IN CITY COUNCIL

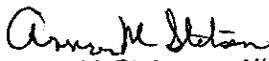
MAR 06 2014

READ AND PASSED

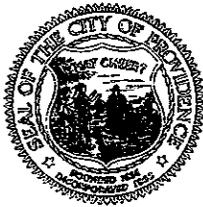
  
PRES.

  
ACTING CLERK

Effective without the Mayor's Signature

  
Anna M. Stetson  
City Clerk

**MATTHEW M. CLARKIN, JR.**  
INTERNAL AUDITOR  
25 DORRANCE STREET, ROOM #307  
PROVIDENCE, RI 02903  
Phone: (401) 421-7740 EXT. 577  
Fax: (401) 351-1056  
mclarkin@providenceri.com



**City of Providence, Rhode Island**  
**Office of the Internal Auditor**

January 31, 2014

Ms. Anna Stetson  
City Clerk  
City of Providence  
25 Dorrance Street  
Providence, RI 02903

Dear Madame Clerk:

In accordance with Section 21-26 of the City's Code of Ordinances, I am writing to request that the following requested contract awards be submitted to the City Council and the Ways & Means Committee for approval.

- *Parks Department* – Approval to Seiler Instruments and Manufacturing, sole source, for maintenance of the planetarium in the Museum of Natural History located in Roger Williams Park, in a total amount not to exceed \$6,500
- *Info Technology* – Approval to modify the contract with MS Govern, sole source, to extend the use of that software to manage Business License Violations for the Liquor and Tobacco License Office, in a total amount not to exceed \$70,290.00 for a two year contract increase, for work to be completed during FY 2014 and FY 2015

If you have any questions or concerns regarding any of these items, please contact me. Thank you for your consideration with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew M. Clarkin, Jr.", written over a horizontal line.

Matthew M. Clarkin, Jr.  
Internal Auditor

Cc: Lori Hagen, Deputy City Clerk Second  
Alan Sepe, Director of Operations  
Francisco Ramirez, Director of Purchasing  
Karen Gomez, Fiscal Advisor – Parks  
James Silveira, Director of Info Technology

City of Providence



Rhode Island

Department of City Clerk

MEMORANDUM

DATE:

January <sup>13</sup> 30, 2014

TO:

Acting Purchasing Director

SUBJECT:

**APPROVAL TO MODIFY THE CONTRACT WITH MS GOVERN  
- INFORMATION TECHNOLOGY DEPARTMENT**

CONSIDERED BY: Board of Contract and Supply

VOTED: that the Acting Purchasing Director hereby authorizes approval to modify the contract with MS Govern, to extend the use of that software to manage Business License Violations for the Liquor and Tobacco License Office, in a total amount not to exceed Seventy Thousand Two Hundred Ninety (\$70,290.00) Dollars for a two year contract increase, for work to be completed during FY 2014 and FY 2015, all in accordance with the request of Jim Silveria, Chief Information Officer, in communication dated December 30, 2013.

cc: Pur.Dir.  
Contr.  
IT  
File

A handwritten signature in black ink, appearing to read "A. M. [unclear]".

City Clerk



CITY OF PROVIDENCE

December 30, 2013

The Honorable Angel Taveras  
Chairman, Board of Contract & Supply  
City Hall  
Providence, RI 02903

Dear Mayor Taveras,

The Providence Information Technology Department respectfully requests approval to modify the contract with MS Govern, 62133 Collections Center Drive, Chicago, IL, 60693-0621. The existing contract was approved at the April 22, 2013 meeting of the Board of Contract and Supply.

The City has standardized on MS Govern software for its Land Management, vehicle, property and tangible asset billing and collection systems. This request is to extend the use of that software to manage Business License Violations for the Liquor and Tobacco License office. The consultant has provided a quote for \$70,290 for programming changes to accommodate Providence's unique needs.

This request is for \$70,290 for a two year contract increase, for work to be completed during FY 2014 and FY2015. Funds are available in the Information Technology budget, account 101-204-53401.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Silveria".

Jim Silveria  
Chief Information Officer

A handwritten signature in black ink, appearing to read "emitt".

**INFORMATION TECHNOLOGY DEPARTMENT**

The Doorley Building | 444 Westminster St., 2<sup>nd</sup> Floor, Providence, Rhode Island 02903  
401 680 5533 ph  
[www.providenceri.com](http://www.providenceri.com)

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## Change Order - External

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**Customer:** Providence City of, RI

**Contact Name:** Jim Silveria

**Change Order - External #:**  
MSGOV2451

**Suite:** Govern

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**Travel** – This work order does not include travel expenses which are the customer’s responsibility. Travel time will be billed at \$75/hour and with related expenses billed at actual cost. Meals are billed at the GSA per diem rate.”

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### **SUBJECT: Business License Violations**

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#### **Description:**

**Total Price: \$70,290.00 (USD)**

The City of Providence, RI has requested a change to the scope of work for MSGOV 2364 Liquor and Tobacco License. The increase in scope is accurately described as “Business License Violations”. The scope of work to be performed in the Govern system is described as follows:

- 1) Ability to track and report license violations, to include:
  - o Tracking the license issued date
  - o Tracking the violation inception date, the presentation to the Board date, the Board's disposition date, and various levels of appeal dates
  - o Tracking the status of a violation throughout the process

- 2) Allow access to Business Licenses and Violations function by the Board of Licenses and Police Department.

NOTE: The Police department is the only department that is currently configured for use in Govern. Providence will configure the new Board of Licenses (BOL) department, any additional users, security settings, and access restrictions configurations within Govern system.

MS Govern will train the trainers and Providence’s trainers will train the end users.

- 3) Ability to set and change status of violation at any time
- 4) Ability to query any single licensee's violation history. (See note regarding reports below)
- 5) Ability to query all violations based on date range. (See note regarding reports below)
- 6) Ability to query how many times a particular violation occurred during a specified time. (See note regarding reports below)
- 7) Create fields needed for tracking and data migration for 37 items that have been identified as follows:
  - o Date of Incident
  - o DBA
  - o Address
  - o Violation

- Counts
- CCR #
- Prosecute (Y/N)
- Show Cause Request Date
- BOL Prehearing Conference Date
- Licensee's Attorney
- BOL Prehearing Settlement (Y/N)
- BOL Show Cause Hearing Date
- BOL Disposed (Y/N)
- BOL Disposition Date
- BOL Penalty Imposed
- Appeal Taken to DBR (Y/N)
- DBR Prehearing Conference Date
- DBR Prehearing Settlement (Y/N)
- DBR Hearing Date
- DBR Disposed (Y/N)
- DBR Disposition Date
- DBR Penalty Imposed
- Appeal Taken to Superior Court (Y/N)
- Superior Court Hearing Date
- Superior Court Disposed (Y/N)
- Superior Court Disposition Date
- Superior Court Penalty Imposed
- Appeal Taken to Supreme Court (Y/N)
- Supreme Court Hearing Date
- Supreme Court Disposed (Y/N)
- Supreme Court Disposition Date
- Full & Final Disposition (Y/N)
- Final Penalty
- Final Fine Amount (\$)
- Date Fine Payment Due
- Date Fine Paid in Full
- Notes

8) Create Offense Types for 8 items that have been identified as follows:

- Entertainment
- Food
- Holiday
- Liquor
- Mechanical
- Other
- Peddler
- Tobacco

9) MS govern will utilize the Offense Types for workflows and create Activity Steps for each Offense Type NOTE: Not to exceed 5 activity steps for each workflow and no fee calculations are included.

10) Configure Violation Codes for 29 items that have been identified as follows: NOTE: Determination of precisely how Violations will be configured will occur during Scope/Fit sessions with City subject matter expert(s)

- Admission of patrons after 1:00 A.M. in violation of Class N License – R.I.G.L. § 3-7-16.6(d)
- Admissions restricted and supervised (RIGL 23-28.6-5)
- Adult Entertainment without a license - City of Providence Code of Ordinances § 14-198
- Consumption of alcohol after legal closing time (DBR CLR 8 Rule 18(b))

- Disturbance of the peace (Prov Code of Ord 14-1)
- Employment of unlicensed Floor Host City of Providence Code of Ordinances § 14-14(c)
- Entertainment without a license - R.I. Gen. Laws § 5-22-4, City of Providence Code of Ordinances § 14-198
- Failure to provide police detail mandated pursuant to condition of license - R.I. Gen. Laws § 3-5-21
- Hours of Operation - R.I. Gen. Laws § 5-24-1; City of Providence Code of Ordinances § 14-1
- Inability to maintain efficient and affirmative supervision of patrons to the extent necessary to maintain order (RIGL 3-5-23)
- Keeping of pool table without a license - City of Providence Code of Ordinances § 14-202
- Obstructing public right of way – City of Providence Code of Ordinances § 14-183
- Operation without food license
- Outdoor Seating (Providence Code of Ordinances Chapter 27, sec. 401)
- Possession of unstamped cigarettes with intent to sell (RIGL 44-20-33)
- Refusal to exhibit license – City of Providence Code of Ordinances § 14-175
- Sale of "Loosie" cigarettes – City of Providence Code of Ordinances § 14-303
- Sale of alcohol to intoxicated person
- Sale of alcohol to underage person – R.I. Gen. Laws § 3-8-1
- Sale of tobacco products to individual under eighteen (18) years of age – City of Providence Code of Ordinances § 14-303
- Sale of tobacco without a license - City of Providence Code of Ordinances § 14-301
- Sale of unstamped cigarettes (RIGL 44-20-33)
- Sale of alcoholic beverages by the bottle - R.I. Gen. Laws § 3-8-14; DBR Liquor Control Regulation 8, Rule 11
- Failure to require identification confirming patron's age upon admission - R.I. Gen. Laws § 3-7-16.6(c)(1)
- Failure to require patron to show both hand stamp and bracelet before purchasing an alcoholic beverage - R.I. Gen. Laws § 3-7-16.6(c)(2)
- Possession of alcohol by underage person - R.I. Gen. Laws § 3-8-10
- Dispensation of alcoholic beverages by patron - DBR Liquor Control Regulation 8, Rule 11
- Advertisement of drink specials - R.I. Gen. Laws § 3-7-26(b)
- Operation of unlicensed nightclub - R.I. Gen. Laws § 3-7-16.6

11) Primary data conversion will be from MSAccess database. Additional data migration and conversion will be from Sergio's current spreadsheet for violations.

12) MS Govern will perform configuration in the TEST environment and re-configure in the PROD environment for Go-Live of the new additions to the Govern system.

**Payment terms:** Milestones will be set for the combined MSGOV2364 Liquor and Tobacco License and MSGOV

**Business License Violations as follows:**

15%	Fit document submittal
15%	Data analysis & Initial Mapping completion
10%	First delivery of primary data conversion (Access db) & scripts
10%	First delivery of secondary data conversion (excel to SQL db) & scripts
10%	Submittal of Queries (4 qty)
10%	Delivery of Training
10%	Migration of Configuration & Data to PROD
10%	Go Live or primary use of system
10%	30 days following go-live or primary use of system

**NOTES:**

**REPORTS:** Reports are not included. If a Crystal report desired, reports will need to be individually evaluated and assessed as additional time and material and a quote for services will be provided.

**LICENSES:** No additional user licenses are included.

**TRAVEL:** All work to be performed remotely – no travel required. If travel is deemed necessary, travel cost is additional at \$500 per trip travel time plus actual travel costs.

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Items stipulated in this proposal may be subject to an increase of the Annual Maintenance and Support Agreement. Prices are valid for 180 days from proposal date. All other terms and conditions stipulated in Customer and MS Govern's Agreements remain in force.

<b>Prepared by:</b>	Terry French	<b>Prepared on:</b>	December 1, 2013
<b>Accepted by:</b>		<b>Approval Date:</b>	
<b>Project #:</b>	PRV1301	<b>Work Order #:</b>	
<b>Internal Approval:</b>		<b>P.O. #:</b>	