

NEBRASKA REAL ESTATE COMMISSION

July 23, 2018

Staybridge Suites

Staybridge Room

Lincoln, NE

Opening

Chairperson Gale convened a meeting of the Nebraska Real Estate Commission at 1:30 p.m. on July 23, 2018, in the Staybridge Room of the Staybridge Suites, located at 2701 Fletcher Avenue in Lincoln, Nebraska. All of the members of the Real Estate Commission were present, with the exception of Commissioners Bourne and Dover, who was absent and excused. Also present were Director Greg Lemon and Deputy Director for Licensing Monica Rut.

Notice of Meeting (Adopt Agenda)

Director Lemon presented a public notice and proofs of publication thereof relating to this meeting, all of which are attached to and made a part of these minutes. Chairperson Gale reported that all Commissioners had been notified of the meeting simultaneously, by mail and e-mail, and that a proposed tentative agenda accompanied the notification.

Chairperson Gale pointed out to those in attendance that a public copy of the materials being used during the meeting were available on the counsel table in the meeting room; that a copy of the Open Meetings Act was posted on the easel located in the northwest corner of the meeting room by the west entrance; and that the procedures followed were in accordance with the Open Meetings Act. Chairperson Gale asked that guests sign the guest list.

Director Lemon noted that no agenda items had been added since the tentative agenda was mailed to the Commissioners.

After review of the final agenda, a motion was made by Titus and seconded by Alloway to adopt the final agenda as presented. Motion carried with Alloway, Freeman, Starman, Titus and Gale voting aye, with Bourne and Dover not participating or voting, being absent and excused.

Minutes of June 21, 2018

The minutes of the Commission meeting held on June 21, 2018, were considered.

After review, a motion was made by Starman and seconded by Alloway to approve the minutes as presented. Motion carried with Alloway, Freeman, Starman, Titus and Gale voting aye, with Bourne and Dover not participating or voting, being absent and excused.

Public Comment

Chairperson Gale asked the members of the audience if anyone wished to come forward to provide public comment on Commission related business. No audience members were present and therefore did not indicate a desire to come forward.

Awarding of Database Contract under RFP 2018-1

Director Lemon presented an exhibit regarding the RFP 2018-1 for a new licensee database. A copy of said exhibit is attached to and made a part of these minutes.

Director Lemon explained that the scoring had been concluded and he is seeking authorization for contract finalization and entering in to the contract for the licensing database RFP 2018-1 to iGov Solutions, the high scorer in the vendor evaluation for RFP2018-1. He indicated that he had verified their references and received positive reviews. He further explained that there was clarification of certain terms and conditions required before entering into a final contract. He also indicated that there were several key elements to the conditions which related to iGov Solutions receiving a 4% convenience fee for online transactions for interfacing and providing the online services, out of which iGov Solutions would pay all credit card and transaction fees associated with the online payments.

Commissioner Freeman requested clarification as to the maintenance fee and what was included for the proposed cost. Director Lemon noted that the maintenance fee was for hosting the database, backup, security, operating systems, access for online processes, system maintenance and fixes, as well as support functions.

Commissioner Freeman asked if they charged for database changes or change orders. Director Lemon indicated that the first six months would be free of charge but after the six month period, there could be additional fees. He also noted that due to the configuration of the system, most changes can be made by Commission staff and we currently do not foresee any changes or change orders.

There was discussion regarding the database platform changeability and if it was block chain adaptable. Director Lemon indicated that the RFP required that the database be built using the most current technical resources available.

The projected completion date was discussed. Director Lemon indicated that the proposed schedule would be approximately one year and explained how implementation would be done per their proposal.

There was discussion regarding the payment details and the stages of payments being proposed. Director Lemon indicated that he would be discussing these conditions before entering into the final contract.

There was discussion regarding the sixty day acceptance period and go live and if the warranty period would cover the first renewal cycle to eliminate possible changes or work orders.

Director Lemon explained that he was seeking authority to enter into the contract with iGov Solutions, create and sign a letter of intent required by Nebraska State Purchasing and then a final contract can be entered into with the potential vendor.

There was discussion that should negotiations, the sequence of payments or final payment not found to be agreeable, that Director Lemon should again seek the guidance of the Commission. Director Lemon was optimistic that an agreement can be reached.

A motion was made by Titus and seconded by Alloway to approve the intent to contract with iGov Solutions, to authorize Director Lemon to award the contract pursuant to RFP2018-1 to iGov Solutions subject to arriving at mutually agreeable terms on any exceptions to contract requirements that iGov Solutions noted in their response to the RFP.

There was discussion regarding the payment schedule and acceptable payment terms as described by Director Lemon.

An amendment was offered by Chairperson Gale that the motion include an acceptable proposed payment schedule according to the recommendation proposed by Director Lemon. The amendment was accepted by the mover and the second.

Motion carried with Alloway, Freeman, Starman, Titus and Gale voting aye, with Bourne and Dover not participating or voting, being absent and excused.

Future Meeting Dates

August 16-17, 2018 – Staybridge Suites, Lincoln
September 20-21, 2018 – Staybridge Suites, Lincoln
October 18-19, 2018 – Country Inns & Suites, Lincoln
November 15-16, 2018 – Staybridge Suites, Lincoln

Recesses and Adjournment

At 2:27 p.m., there being no further business to come before the Commission, a motion was made by Alloway and seconded by Starman that the meeting adjourn. Motion carried with Alloway, Freeman, Starman, Titus and Gale voting aye, with Bourne and Dover not participating or voting, being absent and excused.

I, Greg Lemon, Director of the Nebraska Real Estate Commission, do hereby certify that the foregoing minutes of the July 23, 2018, meeting of the Nebraska Real Estate Commission were available for inspection on July 24, 2018, in compliance with Section 84-1413(5) R.R.S. 1943, of Nebraska.

Respectfully submitted,



Greg Lemon
Director

Guests Signing the Guest List

There were no guests in attendance at the meeting.

