

# AGENDA STAFF REPORT



**MEETING NAME:** REGULAR BOARD MEETINGS  
**MEETING DATE(S):** NOVEMBER 13 AND 17, 2025  
**FROM:** MARION CHAMPION, ASSISTANT GENERAL MANAGER

**FOR:** ACTION   X   DIRECTION        INFORMATION       

## AWARD OF CONTRACT TO CIVIC PLUS FOR WEBSITE DESIGN HOSTING AND AGENDA MANGEMENT SERVICES

**STAFF RECOMMENDATION**

It is recommended to authorize the General Manager to execute a three-year agreement with CivicPlus for website design and hosting services at a cost of \$108,051.66 with a 10% contingency, bringing the total project cost to an amount not to exceed \$118,856.83.

**SUMMARY**

MSWD is seeking the services of a website development firm to redesign, develop, host, and maintain the district’s official website ([www.mswd.org](http://www.mswd.org)) and meeting agenda management system. The goal of the project is to modernize the existing site, improve usability for constituents and staff, and integrate functionality for board meeting management, ordinance and resolution codification, and comprehensive content management. The selected contractor shall deliver a secure, ADA-compliant, mobile-responsive website with a robust and intuitive backend system, enabling staff to efficiently manage and update content.

**ANALYSIS**

In July 2025, the district issued a request for proposal through the OpenGov portal and received 19 proposals. After scoring, the district held online interviews/content management demonstrations with the four top rated firms. From those, CivicPlus was chosen as the best firm to provide these services. Attached are the proposal evaluation summary for all 19 firms and the four finalist proposals.

FINANCIAL DATA		
Cost Associated with this action:	\$118,856.83	
Current FY cost:	\$58,105.85	
Future FY cost:	\$60,750.98	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Operating	
BID/Job#	New Job #	
Current BID/Job balance	0	
Balance remaining if approved:	\$118,856.83	

**FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION**

Under GASB 96, the first year’s cost of implementation and software must be capitalized and depreciated. A capital job of \$58,105.85 covering these costs must be created. The remaining software costs will be charged out of FY27 and FY28 operating funds at \$30,375.49 and \$30,375.49, respectively. This action is consistent with Strategic Plan Goals #1.2 and #6.1.

**ATTACHMENTS**

- Attachment A – RFP Scoring Summary
- Attachment B – CivicPlus Contract Agreement