County of El Dorado

330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

Legislation Details (With Text)

File #:	18-1268	**Version:** 2	
Type:	Agenda Item	**Status:**	Approved
File created:	8/9/2018	**In control:**	Board of Supervisors
On agenda:	9/25/2018	**Final action:**	9/25/2018

Title: Recorder-Clerk recommending the Board approve and authorize the continued use of perpetual agreement for services 129 (061-S0311) with SouthTech Systems, for auto indexing, eRecording, electronic lien and CRiis software licenses and associated support, and redaction OCR counts for Fiscal Year 2018-19, thereby allowing payment of associated expected invoices not to exceed $26,650. (Cont. 9/11/18, Item 12)

FUNDING: Recorder-Clerk Special Revenue Funds.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Contract #129-SouthTech (061-S0311)

Date	Ver.	Action By	Action	Result
9/25/2018	2	Board of Supervisors	Approved	Pass
9/11/2018	1	Board of Supervisors	Continued	
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FUNDING: Recorder-Clerk Special Revenue Funds.

DISCUSSION/BACKGROUND

At the request of the Recorder Clerk, this matter was continued from September 11, 2018 to September 25, 2018.

According to Procurement Policy C-17 the Board must approve initially, and on an annual basis, the use of any contract that does not have a stated contract term.

The Recorder-Clerk has utilized perpetual service agreement #129 (061-S0311) since 2002 for all electronic recording services, including auto indexing, auto redaction and CRiis system site software license and associated support services. The Recorder-Clerk uses the system to record documents and also to perform functions necessary for the County Clerk duties.

On June 22, 2008, Board of Supervisors authorized the continued use of this contract with AtPac, Inc. for proprietary software applications and support. In March 2017 AtPac, Inc. was acquired by SouthTech Systems, thereby requiring approval of Amendment IV to contract #129 (061-S0311) for

the assignment of this contract to SouthTech Systems, with no change to contract term, pricing, scope of work, technical support and other services (Legistar 08-0929, 6/6/17).

On March 3, 2018, the Board authorized the Recorder-Clerk to negotiate a three year contract 3155 with SouthTech Systems for a replacement/upgrade of the CRiis Document Recording and Clerk Management System, including file conversion, file recovery, ongoing implementation and updates in order to ensure consistent and uninterrupted work flow of the Recorder-Clerk functions (Legistar 18-0246, 3/6/18).

SouthTech will invoice the County in FY 2018-19 for AutoDex Licensing, Day forward Redaction OCR counts and electronic recording, electronic lien and CRiss software and maintenance on a prorata basis on agreement #129 (061-S0311). Invoice totals for FY 2018-19 are currently estimated to be between $19,600 and $26,650 depending upon timing of transition to the new Recording and Clerk Management System.

ALTERNATIVES
Disapproval of this item will prevent the Recorder-Clerk from continuing with the many functions of the office, which are currently provided by this software license and associated maintenance agreement.

OTHER DEPARTMENT/AGENCY INVOLVEMENT
Procurements and Contracts

CAO RECOMMENDATION
It is recommended that the Board approve this item.

FINANCIAL IMPACT
There is no change to Net County Cost. Funding for FY 2018-19 is available from Department salary/benefit savings.

CLERK OF THE BOARD FOLLOW UP ACTIONS
N/A

STRATEGIC PLAN COMPONENT
N/A

CONTACT
William E. Schultz
Recorder-Clerk