



Monterey County

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Board Report

Legistar File Number: A 15-302

August 25, 2015

Introduced: 8/13/2015

Version: 1

Current Status: Agenda Ready

Matter Type: BoS Agreement

- a. Approve and authorize the Contracts Purchasing Officer, or his designee, to execute Amendment No. 1 to the Non-Standard Software Support Agreement with Questys Solutions to add support for the Questys Infolinx Records Management System and to increase the level of support available to the County, increasing the amount payable under the Agreement by \$11,434.50, from a maximum of \$277, 540.50 to a maximum of \$288,975.00, for the period of September 1, 2013 to August 31, 2016; and
- b. Authorize the Contracts Purchasing Officer, or is designee, to issue purchase orders on an as-needed basis.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts Purchasing Officer, or his designee, to execute Amendment No. 1 to the Non-Standard Software Support Agreement with Questys Solutions to add support for the Questys Infolinx Records Management System and to increase the level of support available to the County, increasing the amount payable under the Agreement by \$11,434.50, from a maximum of \$277, 540.50 to a maximum of \$288,975.00 for the period of September 1, 2013 to August 31, 2016; and
- b. Authorize the Contracts Purchasing Officer, or his designee, to issue purchase orders on an as-needed basis.

SUMMARYDISCUSSION:

On July 1, 2014 the Board of Supervisors adopted a County-wide Records Management Policy. This policy was created to apply consistent standards of responsible recordkeeping across all County departments.

The Information Technology Department researched records management systems vendors to identify which would best meet the needs of the County. The provider that offered the best system, with capabilities exceeding those of other providers, is Questys Solutions. Its product is called the Infolinx Records Management System. The purchase of the Infolinx Records Management System is incorporated into a separate agreement and is being brought before the Board in a separate agenda item.

Questys Solutions currently provides a Digital Information Management Program to the county. On April 12, 2013 the Board authorized the Director of Information Technology to enter into a non-standard agreement with Questys Solutions for software support of the Digital Information Management Program and accepted non-standard provisions as recommended by the Director of Information Technology (the Questys software support contract).

This Amendment to the Questys software support contract will add service and software support for the Questys Infolinx Records Management System, assuming the Board approves the contract for purchase of that records management system. This Amendment will also increase the level of support available to the County, at no extra cost. The non-standard provisions of the Questys software support contract previously approved by the Board remain unchanged.

OTHER AGENCY INVOLVEMENT:

County Counsel reviewed the amendment to the Questys software support contract as to form and does not approve continuation of the non-standard provisions.

FINANCING:

This requested expense has been included in the 2015-16 Approved Budget for the Information Technology Department, 1930, Unit 8436, Appropriation unit INF002. Transactions relating to future fiscal years will be included in each respective Recommended Budget. Should funding be reduced and/or terminated, the County may terminate this Agreement by giving 30 days written notice prior to the ensuing service period.

Prepared by: Elizabeth Crooke, 755-5108

Approved by:

Dianah Neff, Director of Information Technology, 759-6923

Attachments:

Amendment No 1.to Questys Support Agreement

Executed Questys Support Agreement and Signed Board Order