



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 14-012, **Version:** 1

- a. Approve and authorize the Contracts/Purchasing Officer to execute a Support Agreement with Questys Solutions in the annual amount not to exceed \$3,080 for FY 2013-14, \$3,695 for FY 2014-15, and \$3,695 FY 2015-16 for a total aggregate amount not to exceed \$10,470 for the provision of hardware maintenance and support as needed;
- b. Accept non-standard liability provisions as recommended by the Director of Information Technology, and
- c. Authorize the Contracts/Purchasing Officer to execute renewals to the Support Agreement under the same or similar terms.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer to execute a Support Agreement with Questys Solutions in the annual amount not to exceed \$3,080 for FY 2013-14, \$3,695 for FY 2014-15, and \$3,695 FY 2015-16 for a total aggregate amount not to exceed \$10,470 for the provision of hardware maintenance and support as needed;
- b. Accept non-standard liability provisions as recommended by the Director of Information Technology, and
- c. Authorize the Contracts/Purchasing Officer to execute renewals to the Support Agreement under the same or similar terms.

SUMMARY/DISCUSSION:

On May of 2002, the Board of Supervisors approved the purchase, implementation, and software support of the Digital Information Management Program which addressed the need for the County to automate the imaging and agenda building systems. This application allowed County departments to automate the document cataloging process and enabled the upload of documents electronically for archiving and future access while reducing the need for storage space previously necessary for paper file copies. Questys Solutions has since been the successor company that has provided the software updates and support needed by the County.

On April 9, 2013 the Board approved the Agreement for software maintenance and support of the Questys electronic content management system. In addition to the software, it is necessary to obtain maintenance and support for the Plasmon drives which are used for optical storage of documents. This enables the proper storage of the unalterable documents necessary for archiving. The yearly support includes access to software fixes, new releases, online knowledge database access, and unlimited correspondence for technical support. The approval of this recommended action will allow departments to continue to use this software for their business needs.

OTHER AGENCY INVOLVEMENT:

County Counsel and Risk do not approve the non-standard Agreement due to terms that provide limitations on liability, indemnification, and insurance that would otherwise protect the County. In addition, the Agreement requires mutual indemnity and venue in Colorado. The Agreement is on file with the Clerk of the Board.

FINANCING:

The funds for payment of this Agreement have been included in the FY 2013-14 Recommended Budget for the Information Technology Department, ITD 1930, Unit 8137, Appropriations Unit INF002. Transactions relating to future fiscal years will be included in each respective Recommended Budgets. Should funding be reduced and/or terminated, the County may terminate this Agreement by giving thirty (30) days written notice of such action to the Contractor.

Prepared by: Sarah House, Management Analyst, 755-5108

Approved by:

Dianah Neff, Director of Information Technology

Dated: January 7, 2014

Attachments: Agreement