



# County of Monterey

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

## Board Report

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**File #:** A 15-1301, **Version:** 1

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- a. Approve and authorize the Contracts Purchasing Officer, or his designee, on behalf of the Information Technology Department, to execute a standard agreement with Questys Solutions to purchase and implement the Infolinx Records Management System in an amount not to exceed \$116,205.00; and
- b. Authorize the Contracts Purchasing Officer, or his designee, to issue a purchase order in an amount not to exceed \$116,205.00.

### RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts Purchasing Officer, or his designee, on behalf of the Information Technology Department, to execute a standard agreement with Questys Solutions to purchase and implement the Infolinx Records Management System in an amount not to exceed \$116,205.00; and
- b. Authorize the Contracts Purchasing Officer, or his designee, to issue a purchase order in an amount not to exceed \$116,205.00.

### SUMMARYDISCUSSION:

On July 1, 2014, the Board of Supervisors adopted a County-wide Records Management Policy to implement consistent standards of responsible recordkeeping across all County departments. To implement this policy, the Information Technology Department researched current providers of records management systems that 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. This Agreement will provide for the purchase of the Infolinx server license, user licenses, software, conversion, configuration and training provided by Questys Solutions and for purchase of necessary hardware to scan and track county records.

The Questys Infolinx records management system is the only one that integrates with the County's established Enterprise Content Management (ECM) Tool. In addition, it is HIPPA, DOD 5015-2, and SOX certified; it thereby enables the County to comply with the legal requirements applicable to health records and to meet federal Sarbanes-Oxley Act and Department of Defense records management and security standards. This product tracks records through their entire lifecycle, allowing for a single system search in response to Public Records Act requests for records stored in several locations. The system supports complex retention schedules and litigation holds.

### OTHER AGENCY INVOLVEMENT:

The Contracts Purchasing Officer has approved the Sole Source/Sole Brand Justification for the Infolinx records management system purchase. County Counsel has reviewed and approved this Agreement as to form.

### FINANCING:

As this requested expense is part of the approved ITD CIP for current year, the funds for payment of this Agreement have been included in the FY15-16 Recommended Budget for the Information Technology Department, 1930, Unit 8435, Appropriation unit INF002. As ITD receives no General Fund contribution, reimbursement of expenditures will come from customers benefitting from this project. Customer departments have those funds built into their respective FY 2015-16 budgets as well.

Any additional funding requirements over and above customer funding will be pulled from the Workers Compensation Internal Service Fund, per Board authorization on July 22, 2014. Future year expenditures were included in the complete ITD Capital Improvement Plan approved by the Capital Improvement Committee on April 7, 2014, and by the Budget Committee on April 30, 2014, with final acceptance by the Board of Supervisors on June 24, 2014. Future year funding will be included in the respective customer budgets for each future fiscal year by each customer department.

Prepared by: Elizabeth Crooke, 755-5108

Approved by:

Dianah Neff, Director of Information Technology, 759-6923

Attachments:

Questys Agreement

Exhibit A

Signed 7-22-14 Board Order Resolution 14-230 WC Funding - ITD CIP

Signed 6-24-14 Board Order Report of IT Capital Projects and ITD Capital Replacement Summary by FY