



County of Monterey

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

Board Report

File #: A 20-180, **Version:** 1

- a. Approve and authorize the County Clerk/Recorder (CCR) to execute an agreement with BMI Imaging Systems, Inc. (BMI), for the hosting of Digital Reel/Fiche system, and 30 licenses in an amount not to exceed \$21,300, from July 1, 2020 to June 30, 2021; and
- b. Authorize the County Clerk/Recorder (CCR) authority to sign four future annual renewals to the Agreement under same or similar terms that do not significantly alter the scope of work or increase the annual payments in excess of 10% per year over the FY 2020-21 amount.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the County Clerk/Recorder (CCR) to execute an agreement with BMI Imaging Systems, Inc. (BMI), for the hosting of Digital Reel/Fiche system, and 30 licenses in an amount not to exceed \$21,300, from July 1, 2020 to June 30, 2021; and
- b. Authorize the County Clerk/Recorder (CCR) authority to sign four future annual renewals to the Agreement under same or similar terms that do not significantly alter the scope of work or increase the annual payments in excess of 10% per year over the FY 2020-21 amount.

SUMMARY/DISCUSSION:

The CCR upgraded its services with BMI for the Digital Reel/Fiche system in 2019 which provides an index and the ability to view documents recorded prior to 1978. This agreement facilitates the Recorder provision of a computerized/electronic format Index of Records, consistent with Government Code 27257 (g), for the benefit of the County and the public. The CCR would like to continue services for the hosting and 30 licenses of the BMI software plus an additional 5 licenses that provides for the public viewing indices only. The Digital Reel/Fiche database allows customers to view and search historical property records.

The CCR requests that Board approve an agreement effective July 1, 2020 thru June 30, 2021, between BMI and the Monterey CCR office. The agreement is for the hosting and licenses of the Digital Reel/Fiche system which ensures the CCR complies with Government mandates. Future amendments/extensions will permit seamless additional years of service, if appropriate, at a reasonable rate. Board approval will facilitate the seamless provision of these services provided by a vendor in an agreement that, over the life of the relationship with the Recorder, will exceed \$100,000.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the agreement and has approved as to form.

FINANCING:

There is no additional cost to the County General Fund, as the funds are available in the County Clerk/Recorder's Modernization Fund (027-2730-ACR003). Funds for payment of this agreement have been included in the CCR (027-2730-ACR003) FY 2020/21 Recommended Budget. Transactions relating to future fiscal years will be included in each respective Recommended Budget. The invoice attached for the remainder of the \$21,300 of the contract, specifically: \$12,925 represents seven months of service, as there is five months

of service credit being carried over from the previous agreement where 5 months were included when the upgrade was completed as per that agreement.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The services rendered in this agreement provide the CCR with the additional support it needs to provide reliable and high-quality services to the residents of Monterey County.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

Prepared by: Corina Morgan, Finance Manager, x5821

Authorized by:

Stephen L. Vagnini
Assessor-County Clerk/Recorder, x5803

Attachments:

Service Agreement