



MEMORANDUM
PROCUREMENT SERVICES DIVISION
County of Placer

TO: Honorable Board of Supervisors **DATE:** May 10, 2022
FROM: Todd Leopold, County Executive Officer
BY: Brett Wood, Purchasing Manager
SUBJECT: CountyFusion Records Management System Maintenance and Support – Kofile Technologies, Inc.

ACTION REQUESTED

1. Approve the renewal of a contract with Kofile Technologies, Inc. of Dallas, TX for CountyFusion Records Management System maintenance and support in the maximum amount of \$117,676 for the period of May 1, 2022 through April 30, 2023.
2. Authorize the Purchasing Manager to sign all required documents subject to departmental concurrence and available funding.

BACKGROUND

The Placer County Clerk-Recorder provides direct services to the public that facilitate business and personal transactions through recording and maintenance of real property transactions, vital, and other records. These records have been automated for some time in Placer County.

On November 17, 2009, your Board authorized the County Clerk-Recorder to negotiate and execute a sole source computer software contract for licensing and implementation of CountyFusion software suite. CountyFusion is a records management system that allows the Clerk-Recorder's Office to be compliant with the Electronic Recording Delivery Act of 2004 and perform electronic recording and redaction functions under the oversight of the State Attorney General's Office. The Clerk-Recorder's Office continues to require maintenance and support of the CountyFusion system.

In May 2019, the County executed a one-year agreement, renewing the original contract terms. That agreement had four (4) one-year options to extend the agreement at set pricing. Since then, your Board has authorized renewing Option Year 2 (2020–2021) and Option Year 3 (2021–2022). The action requested today would authorize the Purchasing Manager to renew for Option Year 4 (2022–2023). The action requested exceeds the Purchasing Manager's authority and requires your Board's approval in accordance with the Procurement Policy.

FISCAL IMPACT

Funding for this contract renewal is included in the Clerk-Recorder-Elections' Office (CC7001) FY 2021–22 Budget and will be included in the FY 2022–23 requested budget for the term of the contract.

ATTACHMENTS

None

