



Agenda Submittal

Agenda #: 19 **Status:** Approved
Type: Contract **Department:** Assessor/Recorder
File #: 18-561 **Contact:** Yolanda Dilts, 784-2452
Agenda date: 8/28/2018 **Final action:** 8/28/2018
Title: Approve a 3 year AgileFlow Software Support and Maintenance Agreement for \$239,400 with Conduent Enterprise Solutions LLC for a web-based recording platform for the period of July 1, 2018 through June 30, 2021; and Authorize the County Administrator, or designee, to execute the agreement and any modifications or amendments within approved project budgets
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Contract, 2. Executed Contract, 3. Minute Order

Date	Ver.	Action By	Action	Result
8/28/2018	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Recorder's Office recommends that the Board of Supervisors:

- 1) Approve a three-year AgileFlow Software Support and Maintenance Agreement for \$239,400 with Conduent Enterprise Solutions LLC for a web-based recording platform for the period of July 1, 2018 through June 30, 2021; and
- 2) Authorize the County Administrator, or designee, to execute the agreement and any modifications or amendments within approved project budgets.

SUMMARY:

Conduent Enterprise Solutions LLC (Conduent) licenses a variety of software used for recording, cashing, accounting, indexing, redacting, and other services in the Recorder's Office. Upgrading the department's recording system to AgileFlow Records manager, a web-based platform, provides easy access to information for public research, search modules using the intuitive screen layout and standard Windows features for efficiency and greater security capabilities.

FINANCIAL IMPACT:

The FY2018/19 budget includes appropriations for \$79,800 from the Recorder's Modernization Fund to cover the first year cost of the agreement. There is no General Fund impact associated with this contract. Funding requests for the next two years will be requested in succeeding years as part of the budget process.

DISCUSSION:

On March 10, 2015, the Board approved the upgrade of the original recording system to a web-based recording platform. The software support and maintenance contract include a net cost of \$180,805 for the upgrade, which included significant savings in software licensing costs.

On September 7, 2016, the web-based platform was placed into service, replacing an IBM AS/400 based system originally put into service on November 1, 2002. The new system runs on the existing County infrastructure, reducing the need for specialized hardware and software.

Conduent will provide software support and maintenance services for AgileFlow Records Manager, open architecture land records document management and imaging workflow software system. Maintenance services shall include but not limited to routine bug fixes, revisions, upgrades, software installations including server installations, migrations, batch jobs, script files and support calls. In addition, Conduent will perform all on-going support of the system including Conduent owned hardware and software.

ALTERNATIVES:

The Board could choose not to approve the agreement; however, this is not recommended because regular and timely maintenance is necessary to ensure that the AgileFlow software system is working at an optimal state.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the agreement as to form; the Department of Information Technology has reviewed the proposal agreement and concurs with the department's recommendation and Risk Management has confirmed insurance requirements.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION