



**Contra
Costa
County**

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: June 16, 2015
Subject: AtPac Contract

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract with AtPac, Inc., in an amount not to exceed \$524,264 for the Clerk-Recorder Imaging and Information System (CRiis), system upgrades, maintenance/support and related professional services for the period July 1, 2015 through June 30, 2017, and to execute up to two optional two-year renewals with the same conditions and at the same cost as the initial two-year contract.

FISCAL IMPACT:

There is no fiscal impact to the County General Fund for this contract. The contract will be funded by the dedicated Recorder Modernization Trust Fund (2451), the Recorder Redaction Trust Fund (2453) and the Recorder E-recording Trust Fund (2454). The cost of the initial two-year contract term will not exceed \$524,264.

BACKGROUND:

The Clerk-Recorder Division employs technology and software to maximize efficiencies, improve operations, and enhance customer service. AtPac, Inc., provides the office a custom software system that provides the basis of the day-to-day operations of the Clerk-Recorder

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/16/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 16, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Barbara Dunmore,
5-7919

cc:

Division. The automated system allows the division to provide the core functions of recording documents, providing certified copies of records, issuing marriage licenses, imaging and indexing records for permanent preservation/archive, maintaining multiple database systems for redundancy and back-up and several other vital functions the division provides to the public. The Clerk-Recorder has been

BACKGROUND: (CONT'D)

extremely satisfied with AtPac's system and services. After a survey of eleven (11) vendors and seven (7) site visits to counties using other vendor's systems in California, AtPac's system continues to offer the functions that best meet the division's needs and the customers it serves.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve a contract with AtPac will leave the Clerk-Recorder Division without the software and technology to perform the Division's primary functions to the public and service agencies.

CHILDREN'S IMPACT STATEMENT:

Not applicable.