



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Joseph E. Canciamilla, Clerk-Recorder  
Date: April 18, 2017

Subject: Assignment of AtPac Software and Services Agreement to SouthTech Systems

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute an Assumption and Consent Agreement consenting to the assignment by AtPac of its contract with the County for the Clerk-Recorder Imaging and Information System to SouthTech Systems, Inc., with no change to the terms and conditions of the contract.

**FISCAL IMPACT:**

There is no fiscal impact to the County General Fund for the services provided through this contract. The contract will be funded by the dedicated Recorder Modernization Trust Fund.

**BACKGROUND:**

Pursuant to the County's July 1, 2015 contract with AtPac, the Clerk-Recorder Division utilizes AtPac's proprietary Clerk-Recorder Imaging and Information System (CRiis) to perform the core functions of recording documents, providing certified copies of records, issuing marriage licenses, imaging and indexing records for permanent preservation, archival, and retrieval, maintaining multiple database systems for redundancy and back-up and several other vital functions required for the Division to serve the public.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **04/18/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
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: April 18, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Barbara Dunmore  
925-335-7919

cc:

### BACKGROUND: (CONT'D)

Effective March 1, 2017, SouthTech Systems purchased AtPac's assets including all software application source code, trademarks, equipment and rights to existing software licenses and service agreements. Entering into the Assumption and Consent agreement with AtPac and SouthTech will confirm SouthTech's agreement to be bound by the terms of the 2015 contract and will document the County's consent to the assignment. There is no change in pricing, scope of work, technical support or other services previously provided by AtPac. SouthTech Systems has extensive experience providing such service to California County Records and Clerks. We are confident that SouthTech Systems will continue to provide software and system support, without service disruption to our operations and customers.

### CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Supervisors elect not to approve the recommendation, the Clerk-Recorder's office will no longer have authority to use AtPac's CRiis system for cashiering and recording documents.