



**Contra
Costa
County**

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: May 7, 2019

Subject: Contract for County Clerk-Recorder Integrated Electronic Recording, Cashiering, Indexing and Imaging System

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a Software and Services Agreement with Granicus, Inc., in an amount not to exceed \$1,631,830 for the license, implementation and maintenance of the RecorderWorks software suite, ClerkDocs software, and related professional services for the period of May 7, 2019 through May 6, 2024.

FISCAL IMPACT:

There is no fiscal impact to the County General Fund for this contract. The contract will be fully funded by the dedicated Recorder Modernization Trust Fund (2451), the Recorder Redaction Trust Fund (2453) and the Recorder Electronic Recording Trust Fund (2454).

BACKGROUND:

The Clerk-Recorder Department developed a comprehensive Request for Proposals (RFP) for an integrated electronic recording, cashiering, indexing and imaging system to replace the County's 20-year old legacy system. The County's existing Clerk Record Imaging and Information System (CRiis) cannot be upgraded and is no longer supported by the vendor. The selected system is expected to serve the County for the next 20 years.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/07/2019** ☒ 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: May 7, 2019

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

By: Laura Cassell, Deputy

Contact: Barbara Dunmore,
925-335-7919

cc:

BACKGROUND: (CONT'D)

Seven bid responses were received. An Evaluation Committee performed a thorough review of the responses, participated in interactive demonstrations, visited counties using the proposed systems, and checked references. The Committee selected SouthTech Systems. SouthTech Systems was acquired by Granicus, Inc., during the bid evaluation process.

CONSEQUENCE OF NEGATIVE ACTION:

The Clerk-Recorder will be required to perform clerk and recording services using an outdated system that cannot be upgraded and is no longer supported by the vendor. This system also provides the means to maintain and locate the County's electronic historical vital and real property records, which go back to the 1800's. Failure to adequately protect these records could cause the loss of priceless historical information. The County Clerk-Recorder is charged with maintaining and preserving many of these records in perpetuity (forever).