



Board Agenda Item 16

DATE: December 6, 2016

TO: Board of Supervisors

SUBMITTED BY: Paul Dictos, CPA, Assessor-Recorder
Robert Bash, Director of Internal Services/Chief Information Officer

SUBJECT: Agreement with BMI Imaging Systems, Inc.

RECOMMENDED ACTION:

- 1. Make a finding that it is in the best interest of the County to waive the competitive bidding process consistent with Administrative Policy No. 34 for unusual or extraordinary circumstances for hosting services and support for the Assessor-Recorder.**
- 2. Approve and authorize the Chairman to execute an Agreement with BMI Imaging Systems, Inc. for hosting services and support, effective upon execution, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$106,500.00.**

Approval of the recommended action will allow the Assessor-Recorder's Office to license hosting services and migrate existing proprietary images from County managed servers to BMI Imaging Services, Inc. hosted servers, with no increase in Net County Cost.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, images would continue to be hosted on servers managed by the Internal Services Department (ISD).

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

The Department requests that your Board waive the competitive bidding process consistent with Administrative Policy No. 34 as the Digit Reel™ imaged products are proprietary to BMI Imaging Services, Inc. Additionally, researching estimates and alternative solutions show BMI Imaging Services to be the most cost-effective solution available. Purchasing concurs with the Department's request to waive the competitive bidding process.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Appropriations for the annual host license fees in the amount of \$20,100.00, and an additional \$6,000.00 to support the purchase of additional licenses are included in the FY 2016-17 Adopted Budget Org 0420. Future costs associated with this Agreement will be budgeted in future years and subject to approval by your Board.

DISCUSSION:

On August 16, 2005, your Board approved Agreement No. 05-358 with BMI Imaging, Inc., for the specialized

services in converting microform images to electronic images and which further authorized the Recorder to make use of up to fifteen (15) concurrent network software licenses of BMI's Digital Reel™ 3.0 (bi-tonal) software in connection with imaging and related activities. This Agreement expired on August 30, 2006.

On January 15, 2008, Purchasing Agreement No. 280101E-0 was approved to digitize approximately 350 microfilm rolls of grantor-grantee indexes and digitization of approximately 500 microfilm rolls containing vital records and approximately 25,000 index pages of vital records. This Agreement expired on January 31, 2010.

On January 10, 2012 your Board approved Agreement #12-023 providing for the additional upgrade from Digital Reel™ 3.0 software to Digital Reel™ 5.0 software and specialized services in connection with the conversion and upgrade of the Recorder's files from microform images to electronic images.

Fresno County ITSD has hosted this application since 2005. The version being hosted is an older version. BMI has extended the offer to relocate the Assessor's data to its primary data center (Raging Wire, a Tier 4 Data Center) in Sacramento, CA which in turn will be replicated in BMI's Sunnyvale data center. By moving the product to the upgraded version hosted at the vendor's data center, Fresno County would automatically be supported by any future upgrades during this Agreement without any additional cost.

REFERENCE MATERIAL:

BAI #26, August 16, 2005
BAI #21, January 10, 2012

ATTACHMENTS INCLUDED AND/OR ON FILE:

Suspension of Competition Acquisition Request
On file with Clerk - Agreement

CAO ANALYST:

Ronald Alexander