



Board Agenda Item 35

DATE: May 19, 2026

TO: Board of Supervisors

SUBMITTED BY: Mike Kerr, Director of Information Technology/Chief Information Officer

SUBJECT: Retroactive Agreement with Levi, Ray & Shoup, Inc.

RECOMMENDED ACTION(S):

- 1. Under Administrative Policy No. 34 for competitive bids or requests for proposals (AP 34) determine that an exception to the competitive bidding requirement under AP 34 is satisfied and a Suspension of Competition is warranted due to unusual or extraordinary circumstances as Levi, Ray & Shoup, Inc. (LRS) developed the digital report management software used by the County and are the only vendor that can provide maintenance and support for their proprietary product, and that the best interests of the County would be served by entering into an agreement with LRS for additional licensing, maintenance, and support services for the digital report management software; and**
- 2. Approve and authorize the Chairman to amend, restate, replace, and supersede Purchasing Agreement No. P-24-214 with LRS for additional licensing, maintenance, and support services for the digital report management software, retroactive to the Purchasing Agreement effective date of February 1, 2024, through January 31, 2029, increasing the maximum compensation by \$58,067 to \$207,402.**

There is no increase in Net County Cost associated with the recommended actions, which will suspend the competitive bidding process under AP 34 and convert Purchasing Agreement No. P-24-214 (Purchasing Agreement) to a Board agreement, allowing the Information Technology Services Department (ITSD) to utilize LRS for additional licensing, maintenance, and support of PageCenterX® and VPSX Enterprise® (Report Software), which is the County's digital report management software. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, ITSD would be unable to utilize LRS's professional services to reduce report redundancy and increase the amount of storage space available when using the Report Software. Additionally, this would leave two servers without upgrade capability, reducing operational efficiency due to limited storage capacity.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

It is requested that the County find under AP 34 that an exception to the competitive bidding requirement is satisfied, and a Suspension of Competition is warranted due to unusual or extraordinary circumstances, as LRS is the only vendor capable of providing maintenance and support for their proprietary Report Software. The General Services Department - Purchasing Division (Purchasing) concurs with the Department's assessment that this satisfies the exception to the competitive bidding process under AP 34.

RETROACTIVE AGREEMENT:

The recommended Agreement is retroactive to February 1, 2024, as it replaces and supersedes the Purchasing Agreement.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. If approved by your Board, the recommended Agreement will increase the total compensation by \$58,067 to \$207,402. Costs are funded through chargebacks to user departments. Sufficient appropriations and estimated revenues are included in the Information Technology Services Org 8905 FY 2025-26 Adopted Budget and will be included in future Recommended Budget requests for the duration of the Agreement term.

DISCUSSION:

On January 29, 2019, the Board approved Agreement No. A-19-034 with LRS for electronic report management and data visualization software, effective February 1, 2019, through January 31, 2024, with a maximum compensation not to exceed \$355,000. The Report Software provides a single point of control for managing output from software applications, which creates a centralized method of printing from both user workstations and mobile devices. The Report Software also provides scalable documents and a report management solution that ensures users obtain the maximum value from the data through automated indexing, encryption, and advanced search features.

On February 1, 2024, the Purchasing Agreement with LRS was approved by the Purchasing Manager effective upon execution with a five-year term and maximum compensation not to exceed \$179,202. This agreement was procured through a suspension of competition as LRS provides the proprietary Report Software utilized by departments. Utilization of the Report Software has become an integral component supporting several key mainframe applications, including the financial and human resources functions within PeopleSoft, as well as the property tax mainframe system, and it is vital to daily operations of user departments countywide.

Initially, ITSD underestimated the level of report redundancy within existing protocols. As a result, there is need for additional licensing, maintenance and support of the Report Software to assist in reducing the number of redundant reports. This reduction will increase storage space, which is required for server upgrades and will support future system migration plans while simultaneously adhering to the County's retention policies.

The recommended Agreement is for a five-year term from February 1, 2024, through January 31, 2029. The five-year term deviates from the County standard contract structure of a three-year base term with two optional one-year extensions. LRS only offers one-, three-, or five-year service agreements, and the five-year option aligns best with the County's anticipated need for the Report Software.

While the Purchasing Agreement has compensation remaining, those funds are already allocated to future license costs and the funding originally included for professional services has been exhausted. As such, ITSD is requesting an increase of \$58,067 to the maximum compensation to allow for additional professional services from LRS. Approval of the recommended action will amend, restate, replace, and supersede the Purchasing Agreement with LRS.

REFERENCE MATERIAL:

BAI #48, January 29, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

Suspension of Competition
On file with Clerk - Agreement with LRS

CAO ANALYST:

Amy Ryals