



Board of County Commissioners Agenda Request



Requested Meeting Date: November 24, 2015

Title of Item: RecordEASE Software Module Purchase

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Michael T. Moriarty		Department: Recorder
Presenter (Name and Title): Michael T. Moriarty		Estimated Time Needed: NA
Summary of Issue: The Recorder's Office would like Board Approval for the purchase of 1) software modules to enhance the capabilities of their RecordEASE software, 2) training sessions on their use. Please see attached RecordEASE Web Module Proposal and RecordEASE EDR Module Proposal.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve purchase of Electronic Document Recording Module and training at a cost of \$16,800.00. Approve purchase of Web Module and training at a cost of \$6,700.00.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ 23,500 Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> This is a technology purchase that may be funded by the Recorder's Technology and/or Recorder's Compliance Funds. We are also using personnel dollars that we did not expend from 2015 due to a budgeted Deputy Recorder position not being filled.		

Legally binding agreements must have County Attorney approval prior to submission.



Aitkin County Recorder

RecordEASE Web Module Proposal

*Proposal presented by:
West Central Indexing
November 16, 2015*

Aitkin County Recorder

Proposal

Item	Description	Cost
Software	RecordEASE Web Module	\$5,000.00
Installation & Training	All training and conversion time are billable at \$85.00 per hour. The total time to complete the installation & training of the RecordEASE Web module will <u>not exceed</u> twenty (20) hours. The actual time spent will be billable after the conversion and training is completed	\$1,700.00
Initial System Investment		\$6,700.00

Annual Support Fees

Item	Description	Cost
Annual Support	Additional Annual Support for the RecordEASE Web module (Note: this is in addition to the current annual support fee of \$2,770.00 for a total annual support of \$3,770.00). This begins 90 days after installation of the application on a customer server or workstation.	\$1,000.00

Additional Considerations

- WCI requires the following payment terms for this agreement:
 - “Conversion & Training” will be invoiced as the labor is completed and will be due upon invoice.
 - “Additional Software” will be invoiced and due upon installation.
 - Annual Support Fee increases due to “Additional Software” will be invoiced and due 90 days after the additional application is installed.
- An additional server for the web and an application server may be needed. It is possible one server may work for everything but additional time needs to be spent on this before that determination can be made.
- The SQL Server database needs to be SQL 2008 or SQL 2012. If this is not your current version, you will need to upgrade your SQL server.
- Travel expenses are billable for any installation & training completed on-site. This includes, but is not limited to mileage, meals & lodging.
- Hardware/Software tax and shipping are not included in this proposal.
- Network consulting, design and implementation services are also available.

Acceptance

In Witness hereof, the parties have caused this Agreement to be executed by their authorized representatives as of the effective date. Accepted By:

Aitkin County Recorder
Client

Authorized Signature

Name and Position – Print

Date



Aitkin County Recorder

RecordEASE EDR Module Proposal

*Proposal presented by:
West Central Indexing
November 16, 2015*

Aitkin County Recorder

Proposal

Item	Description	Cost
Software	RecordEASE EDR (Electronic Document Recording) Module	\$10,000.00
Installation & Training	All training and conversion time are billable at \$85.00 per hour. The total time to complete the installation & training of the RecordEASE EDR module will <u>not exceed</u> eighty (80) hours. The actual time spent will be billable after the conversion and training is completed	\$6,800.00
Initial System Investment		\$16,800.00

Annual Support Fees

Item	Description	Cost
Annual Support	Additional Annual Support for the RecordEASE EDR module (Note: this is in addition to the current annual support fee of \$2,770.00 for a total annual support of \$4,270.00). This begins 90 days after installation of the application on a customer server or workstation.	\$1,500.00

Additional Considerations

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