



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

ITEM DATE: May 28, 2019	ITEM TIME:

<b>FROM:</b>	J. Kennedy/K. Bonner
<b>TODAY'S DATE:</b>	May 16, 2019
<b>AGENDA TITLE:</b>	ArcaSearch Document Preservation Project

**CHECK ONE THAT APPLIES TO YOUR ITEM:**

ACTION ITEM

DIRECTION

INFORMATION

**I. DESCRIBE THE REQUEST OR ISSUE:**

Consideration by the Board of County Commissioners for the Chair to sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to ArcaSearch Corporation in the amount of \$162,444 for the County Clerk's Document Preservation Project.

**II. RECOMMENDED ACTION (motion):**

Motion for the Board of County Commissioners Chair to sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to ArcaSearch Corporation in the amount of \$162,444 for the County Clerk's Document Preservation Project.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

**PROPOSED REVENUE (if applicable):**

**CURRENT BUDGETED AMOUNT: \$40,000**

**PROPOSED EXPENDITURE: \$162,444**

**FUNDING SOURCE: Electronic Recording Technology Fund - \$37,000**  
**State Administer Grant Fund - \$125,444**

**SUPPLEMENTAL BUDGET NEEDED: YES  NO**

*The project will be 75% funded by the Grant, and 25% by the County Clerk's approved budget.*

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

None



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### V. BACKGROUND INFORMATION:

The Routt County Clerk has over an estimated 190,000 historical documents dating back several decades that need to be professionally archived via digitization with an intuitive search engine to research the documents expeditiously for both Staff and our Constituents. The County Clerk identified applied and received a grant that is available to Government entities for this massive presentation process.

After researching firms or consultants that perform this work, it was determined that ArcaSearch Corporation has the sole technical capabilities to initiate the search engine requirement, as well as they perform the digitization on-site which best for protecting our historical records throughout the process.

This purchase adheres to the purchasing policy and procedure as cited in the Routt County Purchasing manual 6<sup>th</sup> Edition, Section 3.3 “Waiver of the Formal Purchasing Process” as to the following criteria:

- Waiver of the competitive process is found to be in the best interests of the County and its citizens.

### VI. LEGAL ISSUES:

None

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

### VIII. SUMMARY AND OTHER OPTIONS:

Recommendation to the Board of County Commissioners for the Chair to sign the Professional Services Agreement and authorize the County Manager to electronically sign the Purchase Order to ArcaSearch Corporation in the amount of \$162,444 for the County Clerk’s Document Preservation Project.

### IX. LIST OF ATTACHMENTS:

- ArcaSearch PSA
- ArcaSearch Proposal #03182019P1V1