



COMMISSIONERS COURT CONTRACT FORM

CONTRACT SUMMARY

Approve and authorize the County Judge to sign the Software License Maintenance Agreement between the County of El Paso and Professional Document Systems (PDS) for EMC Product Suites. Funding will be available upon FY2021 Budget allocation in GF-ITD-MAINT/REP-SOFTWARE in the amount of \$21,921.68. (Contract No. 2020-0759)

Christopher Stathis, Chief Information Officer, Information Technology Department (915) 546-2041

Background:

The County of El Paso's Information Technology Department (ITD) is committed to supporting robust and functional enterprise software solutions. To achieve this goal, ITD dedicates resources focused on understanding and maintaining organizational software systems. ITD strives to consolidate our software systems in order to leverage institutional knowledge, focused training, and more efficient support.

Because the County of El Paso digitizes several million document pages each year, is necessary to use the aid of software to scan, store and integrate the use of such documents with various vital systems.

A document management system software is generally used to receive, track, manage and store documents and reduce paper. Most are capable of keeping a record of the various versions created and modified by different individuals.

The County of El Paso licenses the use of document management system software by the name of EMC Suite of Products software from the vendor Professional Documents System (PDS). This suite of software includes the "Application Extender" and "Scan Extender" applications utilized by various County departments to digitize (scan, store and index) documents for record management and archival purposes. These documents include: financial transactions, birth certificates, marriage licenses, as well as other mission critical county documents. Along with this software suite, the included programming tools are utilized in all County developed applications that use scanned imaging and index retrievals.

ITD is requesting that the Court approve and authorize the County Judge to sign an agreement for the continued use, support and maintenance of this software. This agreement will provide this continuance for 12 months. The agreement has been reviewed and approved by ITD, the County Attorney's Office, and the Purchasing Department. ITD recommends approval.

County Attorney Office has reviewed and approved Contract No. 2020-0759.

Purchasing Department has reviewed and approved this purchase, and upon Commissioners Court approval a requisition will be release and converted to a Purchase Order.

Fiscal Impact:

FY2021 Budget has been approved and adopted.

**Once available, funds will be allocated into
GF-ITD-MAINT/REP-SOFTWARE
COGF-1000-0000000-431-10-11140-0001-00000-600654
in the amount of \$21,921.68 for a one year term.**

PROJECTED THREE YEAR FISCAL IMPACT

The forecasted fiscal impact over the next 3 years totals \$69,108.09

Year 1 - \$ 21,921.68

Year 2 - \$ 23,017.76

Year 3 - \$ 24,168.65

Recommendation:

Authorize the County Judge to sign the Software License Maintenance Agreement between the County of El Paso and Professional Document Systems (PDS) for EMC Product Suites as per Contract No. 2020-0759.

Prior Action:

On September 30, 2019, Commissioners Court approved Contract No. 2019-0694 for the EMC Product Suites Software License Agreement under agenda item #4-L.

On September 24, 2018, Commissioners Court approved Contract No. 2018-0538 to renew the suite PDF applications under agenda item #3-M.

On September 25, 2017, Commissioners Court approved Contract No. 2017-0435 to renew the suite PDF applications under agenda item #3-J.

Strategic Plan: ..

Strategic Plan Information::

BASIC CONTRACT DETAILS

CONTRACT NO.: 2020-0759

CONTRACT TITLE: EMC Suite of Products / Records Management Software System / Allied State Cooperative Contract #20-7383 / FY2021

SECOND PARTY: Professional Document Systems [PDS]

CONTRACT TYPE: Software License/Installation/Support

TERM AND BUDGET DETAILS

TERM: 1 Year
EXTENSION OPTIONS:
EFFECTIVE DATE: 10/1/2020
MOD EFFECTIVE DATE (If Applicable):
EXPIRATION DATE: 09/30/2021
MOD EXPIRATION DATE (If Applicable):
EXTENSION DEADLINE DATE (If Applicable):
AMOUNT: 23881.00
MOD AMOUNT (If Applicable):

APPROVALS

COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY: Chris Sullivan
LEGAL REVIEW: Approved as to Form as Submitted
LEGAL REVIEW NOTES (If Applicable):
DATE: 9/18/2020

DIRECTOR/DEPARTMENT HEAD APPROVAL

The undersigned hereby certifies that he/she has read the contract, understands and approves the contract terms and conditions and further certifies that the contract conforms to the bid specification, if any, and acknowledges that he/she is responsible for administering all terms and conditions.

DIRECTOR/DEPARTMENT HEAD/DESIGNEE:
DEPARTMENT CONTACT: Alvaro Maldonado
DEPARTMENT: Information Technology
DATE: