



# COMMISSIONERS COURT CONTRACT FORM

## CONTRACT SUMMARY

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**Approve and authorize the County Judge to sign the Software License Maintenance Agreement between the County of El Paso and I-Plow.com, LLC. for Justice Collections & Compliance Software. Funding will be available upon FY2021 Budget allocation in GF-ITD-MAINT/REP-SOFTWARE in the amount of \$17,550. (Contract No. 2020-0802)**  
**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 manages several thousand outstanding accounts originating in the justice process each year, it is necessary to use the aid of software to regain monies from those that have exhausted resources throughout the judicial process.**

**Accounts receivable and collections software represent systems that are used to legally enforce claims for payment held by an organization for goods supplied and/or services rendered that customers/clients have ordered but not paid for. Such receivables are typically executed by generating a statement delivered by different means to the client, who, in turn, must pay it within an established timeframe.**

**The County of El Paso licenses the use of accounts receivables and collections software by the name of Justice Cashiering & Collections from the vendor I-Plow.com, LLC. The County Financial Recovery Division of the County Administration Department uses this software to electronically manage the collections process for outstanding fines and fees owed to the County of El Paso. More specifically, this software allows for management of collections imported into the system that then enables an automatic voice notification system to promote the collection of applicable financial obligations.**

**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. 2020-0802.**

**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 \$17,550 for a one year term.**

**PROJECTED THREE YEAR FISCAL IMPACT**

**The forecasted fiscal impact over the next 3 years totals \$54,245.30**

**Year 1 - \$ 17,550.00**

**Year 2 - \$ 18,076.50**

**Year 3 - \$ 18,618.80**

**Recommendation: Authorize the County Judge to sign the Software License Maintenance Agreement between the County of El Paso and I-Plow.com, LLC. for Justice Collections & Compliance Software as per Contract No. 2020-0802.**

**Prior Action:**

**On October 28, 2019, Commissioners Court approved Contract No. 2019-0746 for Justice Cashiering & Collections Software renewal from I-Plow.com, LLC. under agenda item #4-J.**

**On September 24, 2018, Commissioners Court approved Contract No. 2018-0535 for Justice Cashiering & Collections Software renewal from I-Plow.com, LLC. under agenda item #3-L.**

**On September 25, 2017, Commissioners Court approved Contract No. 2017-0434 for Justice Cashiering & Collections Software renewal from I-Plow.com, LLC under agenda item #3-I.**

**Strategic Plan: ..**

**Strategic Plan Information:**

## **BASIC CONTRACT DETAILS**

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**CONTRACT NO.: 2020-0802**

**CONTRACT TITLE: Criminal Collection Revenue (Fees, Fines, & Court Costs Collections) / Justice Cashiering & Collections Software Subscription / Yr 2020-2021**

SECOND PARTY: i-Plow.Com  
CONTRACT TYPE: Software License/Installation/Support

## **TERM AND BUDGET DETAILS**

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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: \$140,422.50  
MOD AMOUNT (If Applicable):

## **APPROVALS**

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### **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: 9/17/2020

### **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:

