

Staff Report

TO: Criminal Justice Committee
Board of Commissioners

FROM: Register of Deeds, Karen R. Jackson

DATE: Tuesday, July 02, 2019

RE: For the Work Session Agenda held July 16, 2019

BACKGROUND

On February 5, 2019 I issued an RFP for a "Land Records Management System". We received eight proposals in response to our request. On April 24, 2019, I issued a short list to all submitters. The two vendors on that list were Avenu, our current vendor, and Kofile. While both vendors were compliant with all RFP requirements, only Kofile offered a proposal that aligned with our primary goals.

ALTERNATIVES

1. Continue to contract with Avenu, thereby compounding paper producing redundancies.
2. Accept Kofile's proposal as it relates to "Land Records Management System" hardware/software, County Fusion internal search, and microfilm storage at the stated cost. Accepting the optional Vanguard Records Search if negotiations are successful in reducing the \$2,500.00 per month fee.

FINANCIAL IMPACT

Kofiles proposal for the hardware/software solution would cost \$3.50 per document, the County Fusion internal search would cost \$400.00 per month, and the microfilm storage would cost \$2.00 per roll. Those costs would come out of the general budget. The Vanguard Records Search, which is similar to our Super Search, would be covered under ROD Automation.

OTHER CONSIDERATIONS

While Kofile's proposal is slightly higher than our current costs, they offer a solution that allows electronic data interchanges with BS&A, a more electronic work flow, and in-house searching with limited internet access. Kofile gives high priority to support and security.

RECOMMENDATIONS

1. Move to approve acceptance of Kofile's proposal as it relates to the hardware/software, County Fusion internal search, and microfilm storage at the stated rate. Accepting the optional Vanguard Records Search if negotiations are successful in reducing the \$2,500.00 per month fee.

ATTACHMENTS

Kofile's cost proposal.

4. COST PROPOSAL

SYSTEM PRICING

Pricing is 'per use' and is all inclusive of Software/Licensing, Implementation, Training, Maintenance, and other costs. Payment begins on "Go Live" monthly. Pricing is extended to the Isabella County at the following 'per use' prices:

SYSTEM PRICING	
LEVEL OF SERVICE	REGISTER OF DEEDS' OFFICE
Software/Licensing Costs	\$3.50 per document (excluding VOIDS)
Professional Services	
Training Costs	
Travel	
Maintenance Fees	\$400.00 per month Revenue split 80/20 (County/Kofile)
<i>CountyFusion</i> ™ Internet Website fee	
<i>Vanguard Records Search</i> Internet Website Fee	\$2,500.00 per month Revenue split 80/20 (County/Kofile)
Microfilm Vault Storage	\$2.00 per roll per year

OPTIONAL SERVICES: COUNTY CLERK'S OFFICE

Pricing is 'per use' and is all inclusive of Software/Licensing, Implementation, Training, Maintenance, and other costs. Payment begins on "Go Live" monthly. Pricing is extended to the Isabella County at the following 'per use' prices:

SYSTEM PRICING	
LEVEL OF SERVICE	COUNTY CLERK'S OFFICE
<i>CountyFusion</i> ™ Software fee Includes: Website hosting for online search of Marriage and DBA Indexes, hardware of up to approximately 4 workstations, 1 scanner, and 2 printers.	\$2,000.00 per month