

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH
GRAPHIC SCIENCES AND TO HIRE TEMPORARY EMPLOYEES
TO IMAGE FRIEND OF THE COURT CASE FILES**

RESOLUTION #11-028

WHEREAS, on June 1, 2010, the Ingham County Friend of the Court began scanning most new case-related documents into an OnBase imaging system, and has accordingly not been placing new documents into existing hard copy case files; and

WHEREAS, this conversion has been successful in eliminating the backlog of filing at the Friend of the Court, and has greatly improved efficiency for distributing and retrieving new documents; and

WHEREAS, for the 2010 Budget, \$125,000 was approved by the Board of Commissioners for the scanning of prior year Ingham County Friend of the Court case files; and

WHEREAS, Ingham County Friend of the Court has received a Statement of Work and Estimate from Graphic Sciences for \$84,771.88, for the scanning of prior year Ingham County Friend of the Court case files created since January 1, 2000, through May 31, 2010; and

WHEREAS, because they are a current State of Michigan contractor, the Purchasing Director has confirmed that Graphic Sciences is exempt from the county's purchasing policy requiring competitive bidding; and

WHEREAS, the Statement of Work prepared for Ingham County, along with the State of Michigan Contract, have been reviewed and approved to form by the County's Attorney; and

WHEREAS, the Statement of Work has been reviewed by the Michigan Office of Child Support, and approved for 66% direct reimbursement through the Cooperative Reimbursement Program (CRP), reducing the general fund cost of this contract to approximately \$28,900.

THEREFORE BE IT RESOLVED, that the Ingham County Friend of the Court is hereby authorized to enter into a contract with Graphic Sciences in the amount of \$84,771.88 (approximately \$28,900 general fund), for the scanning of prior year Ingham County Friend of the Court case files to be completed by December 31, 2011.

BE IT FURTHER RESOLVED, that the Ingham County Friend of the Court is hereby authorized to spend \$40,000 (approximately \$13,333 general fund), to hire temporary employees to assist in the preparation of Friend of the Court case files prior to their being scanned by Graphic Sciences.

RESOLUTION #11-028

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to carry forward \$125,000 of the amount budgeted for contractual services from the Friend of the Court 2010 fiscal year to the current fiscal year, and make any other adjustments necessary to properly budget and account for these expenditures.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

JUDICIARY: Yeas: Bahar-Cook, Koenig, Holman, Tennis, Tsernoglou, Schafer
Nays: None **Absent:** None **Approved 1/13/11**

FINANCE: Yeas: Schor, Tsernoglou, Nolan, Bahar-Cook, McGrain, Dougan
Nays: None **Absent:** None **Approved 1/19/11**