



Fulton County Board of Commissioners
Agenda Item Summary

BOC Meeting Date
 7-19-2017

Requesting Agency
 State Court

Commission Districts Affected
 All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*
 Request approval to: (1) approve a revenue generating contract – State Court, RFP#14RFP93286A-CJC, E-Filing System with File & ServeXpress, LLC (Irving, TX), to provide an integrated electronic filing system for all case types within the jurisdiction of State Court (2) authorize the Chairman to execute the contract, and (3) authorize the County Attorney to negotiate and approve the contract as to form and substance and make any modifications thereof prior to execution by the Chairman. The contract shall be effective upon the date of signature by the Chairman.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*
 In accordance with Purchasing Code Section 102-374 and 102-375, all competitive sealed proposals shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*
 Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?
 Yes

Summary & Background *(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: This contract will provide a fully integrated, comprehensive, cost-effective, and user-friendly electronic filing system to accommodate all case filings within the jurisdiction of State Court. The system will allow end users to file pleadings and other documents remotely and 24 hours a day, every day of the year.

The contract will be revenue generating contract.

Community Impact: None

Department Recommendation: Approval of recommendation.

Community Issues/Concerns: None

Department Issues/Concerns: This contract will allow State Court to continue to offer e-filing services.

History of BOC Agenda Item: This is a new contract.

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	
Felicia Strong-Whitaker, Director	(404) 612-5800	

Revised 03/12/09 (Previous versions are obsolete)

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value:	Revenue Generating
Prime Vendor:	File & ServeXpress, LLC
Prime Status:	<i>Non-Minority</i>
Location:	Irving, Texas
County:	Collin County
Prime Value:	Revenue Generating
Subcontractor:	None
Total Contract Value:	Revenue Generating
Total M/FBE Value:	Revenue Generating

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value				
Total M/FBE Values				
Total Prime Value				
Fiscal Impact / Funding Source		<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>		
Revenue Generating				
Exhibits Attached		<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>		
Upon final negotiations between the County Attorney and vendor, County Attorney will finalize contract				
Source of Additional Information		<i>(Type Name, Title, Agency and Phone)</i>		
LeNora Ponzo, Chief Clerk, State Court, (404) 613-6728				

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	
Felicia Strong-Whitaker, Director		(404) 612-5800

Revised 03/12/09 (Previous versions are obsolete)

Procurement			
Contract Attached: No		Previous Contracts: Yes	
Solicitation Number: 14RFP93286A-CJC		Submitting Agency: State Court	Staff Contact:
Contact Phone:			
Description:			
FINANCIAL SUMMARY			
Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	Revenue Generating	Amount:	%:
Previous Adjustments:		Amount:	%:
This Request:	\$0.00	Amount:	%:
TOTAL:	\$0.00	Amount:	%:
Grant Information Summary:			
Amount Requested:	.	<input type="checkbox"/>	Cash
Match Required:	.	<input type="checkbox"/>	In-Kind
Start Date:	.	<input type="checkbox"/>	Approval to Award
End Date:	.	<input type="checkbox"/>	Apply & Accept
Match Account \$:	.		
Funding Line 1:	Funding Line 2:	Funding Line 3:	Funding Line 4:
.	.	.	.
KEY CONTRACT TERMS			
Start Date:		End Date:	
.		.	
Cost Adjustment:		Renewal/Extension Terms:	
.		.	
ROUTING & APPROVALS (Do not edit below this line)			
X	Originating Department:	Ponzo, LeNora	Date: 6/19/2017
X	County Attorney:	Stewart, Derval	Date: 6/20/2017
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 6/19/2017
	Finance/Budget Analyst/Grants Admin:	.	Date:
	Grants Management:		Date:
X	County Manager:	Anderson, Dick	Date: 6/20/2017