



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

January 5, 2024

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Not to be removed from the Office of the Legislature of Monroe County	
Committee Assignment	
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To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with Info Quick Solutions, Inc. for the Installation and Operation of an Integrated County Clerk's Records Management System

Honorable Legislators:

This matter is being referred to Your Honorable Body at the request of Monroe County Clerk Jamie Romeo.

I recommend that Your Honorable Body authorize a contract with Info Quick Solutions, Inc. ("IQS") in an amount not to exceed \$600,000 for the installation and data migration of an Integrated County Clerk's Records Management System and for the continued maintenance of said system. The first payment will be made in 2024 in an amount not to exceed \$216,000 upon completion and acceptance of the installation and full data migration of the system, with maintenance fees in an amount not to exceed \$96,000 per year for four (4) additional years.

The County Clerk's Records Management system is a unified system that handles all the cashing, indexing, scanning, and verification of documents. In addition, it also serves as the main accounting tool for finances managed by the County Clerk's Office.

IQS's proposal includes project management, data conversion, training, implementation of the new records management system along with the continued monthly support and maintenance following installation. This proposal also provides for offsite backup and disaster recovery. In addition, IQS will provide additional support in the full data conversions and consolidation of pistol permit records, migrating three (3) separate sets of data into one. IQS is currently owned and operated in Syracuse, New York, and currently serves 35 other New York County Clerk offices.

An updated records management system will provide for many efficiencies in the management of land, court, and pistol permit records. In addition, new functionality will allow for additional electronic integrations between the County Clerk's Office, New York State Tax & Finance Department, Monroe County Real Property Office, Monroe County Sheriff's Office and Rochester Police Department to provide more efficient and secure methods of processing transactions and file management.

A Request for Proposals was issued for the installation of an Integrated Records Management System and IQS was selected as the most qualified to provide this service.

The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with Info Quick Solutions, Inc., 7460 Morgan Road, Liverpool, New York 13090, in an amount not to exceed \$600,000 for the installation and maintenance of a integrated records management system and for the continued maintenance of said system. The first payment will be made in 2024 in an amount not to exceed \$216,000 upon completion and acceptance of the installation and full data migration of the system, with maintenance fees in an amount not to exceed \$96,000 per year for four (4) additional years.

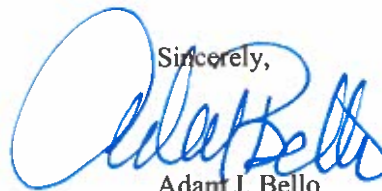
Funding for the first year of the contract is included in the 2024 operating budget of Monroe County Clerk's Office, fund 9001, funds center 2101020000, Downtown Operations. No additional net County support is required in the current Monroe County budget.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

The records in the Office of the Monroe County Treasury have indicated that neither Info Quick Solutions, Inc. nor any of its principal officers, owe any delinquent Monroe County Property taxes. The principal officers are:

Bernard Owens, President, Treasurer
Brian Owens, Vice President
Christine Lohr, Secretary

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,


Adam J. Bello
Monroe County Executive