

LARIMER COUNTY PROPOSAL #15-01
PUBLIC RECORD AND DOCUMENT RECORDING SOLUTION
CLERK AND RECORDER'S OFFICE
MARCH 20, 2015 2:00 P.M.

Proposals to consider contracting with a firm to provide a public record and document recording solution for the Clerk and Recorder's Office were accepted on Friday, March 20, 2015 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Les Brown, Purchasing Agent I and recorded by Sarah Brightman, Purchasing Agent I. The following proposals were received:

VENDOR

Pioneer Technology Group LLC
Harris Recording Solutions

No decision of award was made pending review and recommendation by the Larimer Clerk and Recorder's Office.

The Larimer County Clerk and Recorder's Office reviewed the proposals and recommends accepting the proposal from Pioneer Technology Group LLC as per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



Heather MacMillan, CPPB,
Purchasing Director



Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners



PURCHASING DEPARTMENT

200 W. Oak Street, Suite 400
 Fort Collins, Colorado 80521
 (970) 498-5951
 Fax (970) 498-5951

TO: Angela Myers, Clerk and Recorder
FROM: Les Brown, Purchasing Agent I
DATE: 3/20/2015
SUBJECT: Results from P15-01, Public Record and Document Recording Solution

Transmitted for your review and recommendation, are the proposals received to consider contracting with a firm to provide a public record and document recording solution for the Clerk and Recorder's Office. Please fill in this form and return it to me via interoffice mail or fax.

The following criteria must be used to evaluate the proposals:

<u>CRITERIA</u>	<u>POSSIBLE POINTS</u>
Responses to Submittal Questions	520
Recording, Indexing, Cashiering, Searching, and Imaging	185
Data and Image Conversion	100
Marriage/Civil Union Licensing	70
Payment Management & Financials	50
Security	35
Export	25
Fee Schedule	25
References	25
Other Requirements	25
Reporting	20
Database, Architecture, Software and Technical Specifications	20
Customer Support	20
Qualifications	15
Solutions for Associated County Departments	15
Auditing	15

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

The evaluation committee unanimously chose to award to Pioneer Technology Group, LLC, which was the highest-scored proposal. The estimated Best and Final cost to provide a public record and document recording solution for the Clerk and Recorder's Office is \$340,535.00, pending negotiations.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD

Angela Myers
DEPARTMENT HEAD SIGNATURE

Clerk & Recorder
DEPARTMENT

5/19/15
DATE

Thank you.

P#15-01, Public Record and Document Recording Solution

COMPANY:	Pioneer Technology Group	Harris Recoding Solutions
EVALUATORS		
#1	874.00	704
#2	958.00	722
#3	1105.00	874
TOTALS	2937.00	2300.00