

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

333



**FROM:** Bob Doyle, Sheriff-Coroner-PA

**SUBMITTAL DATE:**  
4/06/07

**SUBJECT:** Approval of Ikon Document Services as a Sole Source Provider of Annual Software Maintenance Supporting Sheriff's Document Imaging System

**RECOMMENDED MOTION:** Move that the Board of Supervisors authorize the Purchasing Agent to purchase annual software maintenance from Ikon Document Services, for Sheriff's Document Imaging System, not to exceed \$30,000 annually, through June 30, 2012, without securing competitive bids, in accordance with Ordinance 459.4.

**BACKGROUND:** On January 25, 2000 (3.61), the Sheriff's Department received approval to implement the Document Imaging System. This system, purchased through Ikon Document Services, replaced the microfilm system that was used for archiving arrest, bookings, crime reports, and arrest warrants by the Sheriff's Information Services Bureau. On 9/25/01 (3.40), the Board approved the purchase of additional equipment and software to expand the system's usefulness. Ikon's software is proprietary and maintenance on their software cannot be provided by any other vendor. The Sheriff's Department is requesting authorization to purchase annual software maintenance from Ikon Document Services through June 30, 2012.

BR 07-067 (Continued on Page 2)

*Janis K Conklin for*  
Bob Doyle, Sheriff-Coroner-PA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$25,533	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$25,533	Budget Adjustment:	No
	Annual Net County Cost:	\$26,500	For Fiscal Year:	FY 2006-07

<b>SOURCE OF FUNDS:</b> Department Budget	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

*Lisa Brandt*

**County Executive Office Signature**

- Dept Recomm:  Consent
- Per Exec. Ofc.:  Consent
- Policy
- Policy

Prev. Agn. Ref.: 9/25/01 3.40

District: All

Agenda Number:

3.34

Departmental Concurrence

Purchasing: *[Signature]*  
Assistant Director

**Price Reasonableness:**

Maintenance costs have decreased approximately 60% since 2001 as a result of the Department scaling back on the components covered. It is anticipated that the maintenance costs will level out with minimal increases annually as the software ages.

Date: 4/10/07

From: Darcelle Smaby, Administrative Supervisor Department/Agency: Sheriff

To: Board of Supervisors

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

**Supply/Service being requested:** Annual maintenance of software for Sheriff's Document Imaging System.

**Supplier being requested:** Ikon Document Services

**Alternative suppliers that can or might be able to provide supply/service:** None, the software is proprietary and maintenance cannot be performed by any other vendor.

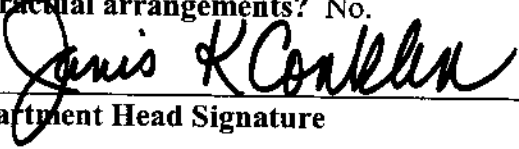
**Extent of market search conducted:** None. Software is proprietary.

**Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Ikon Document Services is the source code holder for the software and maintenance is not available from anyone else.

**Reasons why my department requires these unique features and what benefit will accrue to the county:** In 2000, the Sheriff Department received approval to implement the Document Imaging System. This system purchased through Ikon Document Services replaced the microfilm system that was used for archiving arrest, bookings, crime reports, and arrest warrants by the Sheriff's Information Services Bureau. In 2001, the additional equipment and software was purchased to upgrade and expand the system's usefulness.

**Price Reasonableness:** Maintenance costs have decreased approximately 60% since 2001 as a result of the department scaling back on the components covered. It is anticipated that the maintenance costs will level out with minimal increase annually as the software ages.

**Does moving forward on this product or service further obligate the county to future similar contractual arrangements?** No.

  
Department Head Signature

4/16/07  
Date

Purchasing Department Comments:

Approve  Approve with Condition/s  Disapprove  
  
Purchasing Agent

4-16-07  
Date