

**FORSYTH COUNTY
BOARD OF COMMISSIONERS**

**BRIEFING
DRAFT**

MEETING DATE: SEPTEMBER 10, 2020 AGENDA ITEM NUMBER: 10

SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN FORSYTH COUNTY AND ADVANCED IMAGING SYSTEMS, INC., FOR THE PURPOSE OF SCANNING ACTIVE CHILD SUPPORT CASE RECORDS INTO LASERFICHE DOCUMENT MANAGEMENT SYSTEM (DEPARTMENT OF SOCIAL SERVICES)

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

On December 5, 2019, a resolution was adopted for a FY 2019-2020 agreement with Advanced Imaging Services, Inc., which was fully executed, for scanning services, but the Provider was unable to complete the project by June 30, 2020, due to COVID-19.

The Department of Social Services requests to contract with Advanced Imaging Systems, Inc., beginning July 1, 2020, through June 30, 2021, to provide scanning and uploading of approximately 15,000 case records and 1,954,000 images into Laserfiche Document Management system to transition Child Support into a paperless environment. Records may be accessed while in production, by request, through the Advanced Imaging Systems website.

The agreement is for an amount not to exceed \$85,033 for the Child Support Program which is 100% Federal Child Support Incentive Funds.

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: _____
COUNTY MANAGER

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN
FORSYTH COUNTY AND ADVANCED IMAGING SYSTEMS, INC., FOR THE
PURPOSE OF SCANNING ACTIVE CHILD SUPPORT CASE RECORDS INTO
LASERFICHE DOCUMENT MANAGEMENT SYSTEM
(DEPARTMENT OF SOCIAL SERVICES)**

WHEREAS on December 5, 2019, a resolution was adopted to execute an agreement between Forsyth County and Advanced Imaging Services, Inc., to provide purging of case records, prepping, and scanning services for all Child Support Services active cases, but Advanced Imaging Services was unable to complete the project by June 30, 2020, due to COVID-19;

WHEREAS the Department of Social Services requests to execute an agreement with Advanced Imaging Systems, Inc., beginning July 1, 2020, through June 30, 2021, to provide scanning and uploading of approximately 15,000 Child Support case records and 1,954,000 images into Laserfiche Document Management system to transition Child Support into a paperless environment; and

WHEREAS the agreement is for an amount not to exceed \$85,033 for the Child Support Program which funding is 100% Federal Child Support incentive funds;

NOW, THEREFORE, BE IT RESOLVED, by the Forsyth County Board of Commissioners that the Chairman or County Manager and the Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County and its Department of Social Services, an agreement with Advanced Imaging Systems, Inc., to provide imaging services, in an amount not to exceed \$85,033, subject to a pre-audit certificate thereon by the County Chief Financial Officer, if applicable, and approval as to form and legality by the County Attorney.

Adopted this 10th day of September 2020.