

FORSYTH COUNTY BOARD OF COMMISSIONERS

MEETING DATE: OCTOBER 22, 2020 AGENDA ITEM NUMBER: _____

SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN FORSYTH COUNTY AND MCCi, LLC, TO PROVIDE DATA WAREHOUSE INDEXING AND FILING OF ECONOMIC SERVICES DOCUMENTS TO LASERFICHE DOCUMENT MANGEMENT SYSTEM (FORSYTH COUNTY DEPARTMENT OF SOCIAL SERVICES)

COUNTY MANAGER’S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

An RFP was initiated during FY 2019-2020 for data migration services. MCCi, LLC, was chosen to provide the Data Warehouse indexing, filing, and document conversion for the Forsyth County Department of Social Services (FCDSS) project. The first phase of the project was the conversion of Child Support active files to Laserfiche Document Management System. Through Laserfiche case management, FCDSS can utilize the same software interface as the Child Support Division currently uses. Phase 2 of the project is Economic Services.

The contract amount shall not exceed a total amount of \$127,920 for the 2020-2021 fiscal year. MCCi, LLC, shall provide services effective to begin October 1, 2020, upon written notice and, unless sooner terminated by mutual consent, shall provide services up to June 30, 2021.

The agreement is for an estimated 4,780,000 images and/or electronic documents to be indexed and uploaded into Laserfiche Document Management System. Economic Services has electronic records in a Version 5 DocuWare system. The use of Laserfiche Workflow will facilitate the naming, indexing, and storing of documents to the appropriate case file. Workflow will also assist in routing documents to case workers in a concise manner for better transparency. The use of Forms will allow a single location for accessing DSS Forms provided by NCDHHS.

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: _____
COUNTY MANAGER

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN
FORSYTH COUNTY AND MCCi, LLC, TO PROVIDE DATA WAREHOUSE
INDEXING AND FILING OF ECONOMIC SERVICES DOCUMENTS TO
LASERFICHE DOCUMENT MANGEMENT SYSTEM
(FORSYTH COUNTY DEPARTMENT OF SOCIAL SERVICES)**

WHEREAS MCCi, LLC, was chosen to provide the Data Warehouse indexing, filing, and document conversion for the Forsyth County Department of Social Services;

WHEREAS MCCi, LLC, will provide the migration of the Economic Services case records from the DocuWare System to Laserfiche Document Management System to transition into a paperless environment;

WHEREAS an estimated 4,780,000 images and/or electronic documents will be indexed and uploaded into Laserfiche Document Management System; and

WHEREAS MCCi, LLC, shall provide services beginning October 1, 2020, upon written notice and, unless sooner terminated by mutual consent, shall provide services up to June 30, 2021, in a total amount not to exceed \$127,920;

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 the Forsyth County Department of Social Services, an agreement with MCCi, LLC, to provide indexing, filing and uploading services, in an amount not to exceed \$127,920, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney; and

BE IT FURTHER RESOLVED, that the County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, subsequent agreements or amendments with this Provider for these services within budgeted appropriations in the current and future fiscal years, for a maximum of three years duration, with agreements terminating no later than June 30, 2023, if these services continue to be necessary.

Adopted this 22nd day of October 2020.