

Staff Report

Subject: Kofile Technologies, Inc. Agreement
Author: Stephanie Johnson, County Clerk
Department: Administration
Meeting Date: 05/21/2024
Item Description: Consideration to approve an Agreement with Kofile Technologies, Inc. for the creation of minute books.

Summary Recommendation:

Staff recommends approval of the request.

Executive Summary:

Kofile Technologies has previously provided digitizing services for archived minute books dating back to the late 1800s, early 1900s. As a result, we now have a digital footprint of those historical artifacts.

The Clerk's Office is seeking to solicit the services of this company to create and digitize minute books on an annual basis. This agreement covers the 2022 and 2023 years.

Background:

The Clerk's Office is responsible for maintaining and preserving records including minute books which involve approved minutes, contracts, and agreements for each year. These books have been created via a time intensive measure in the past.

Alternatives for Commission to Consider:

1. Approve the Agreement with Kofile Technologies, Inc. for the creation of minute books.
2. Do not approve the Agreement with Kofile Technologies, Inc. for the creation of minute books.

Recommended Alternative: Staff recommends Alternative 1

Other Alternatives: N/A

Department Review: Administration

Funding Source: The associated cost has been budgeted. (Dept. 11)

Attachments:

Agreement