



Lake County Illinois

Legislation Text

File #: 20-1534, **Version:** 1

Joint resolution ratifying a contract and approving a contract modification with MTG Management Consultants, LLC, Seattle, Washington, to procure Phase Two project management services to oversee implementation of the Circuit Clerk's Record Digitization Initiative in the amount of \$135,120, and emergency appropriate \$91,960 in the Document Storage Fund.

- The Lake County Board awarded a contract for Record Digitization Services for the Office of the Circuit Clerk at their July 14, 2020 meeting.
- The Circuit Clerk entered into a departmental agreement with MTG Management Consultants in the amount of \$43,160 to provide evaluation and quality assurance assistance services to support the digitization of paper and microfilm records maintained by the Circuit Clerk.
- A need has been identified for project management services to oversee the implementation and coordinate the integration with the Integrated Case Management System (ICMS) for the Lake County Justice Agencies in the amount of \$91,960.
- This contract modification will provide for 24 months of support to prepare a project repository and establish integrations with the ICMS.
- Pursuant to Article 6, Section 102, the Purchasing Agent convened an ad hoc review group that approved bid exemption on the basis that there exists a long standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided.

RESOLUTION

WHEREAS, there is a need to procure project management services to oversee implementation of the Circuit Clerk's Record Digitization Initiative; and

WHEREAS, the Lake County Board awarded a contract for Record Digitization Services for the Office of the Circuit Clerk at their July 14, 2020 meeting; and

WHEREAS, the Circuit Clerk had entered into a departmental agreement with MTG Management Consults in the amount of \$43,160 to provide evaluation and quality assurance assistance services to support the digitization of paper and microfilm records maintained by the Circuit Clerk; and

WHEREAS, a need has been identified to extend the agreement with MTG for phase two to provide for project management services to oversee the implementation and coordinate the integration with the Integrated Case Management System (ICMS) for the Lake County Justice Agencies in the amount of \$91,960; and

WHEREAS, this contract modification will provide for 24 months of support to prepare a project

repository and establish integrations with the ICMS; and

WHEREAS, in accordance with Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent consulted with an ad hoc review group and determined that this purchase is exempt from bidding on the basis that there exists a long standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided.

NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that the Purchasing Agent be authorized to ratify a contract and enter into a contract modification to procure phase two project management services to oversee the implementation of the Circuit Clerk's Record Digitization Initiative with MTG Management Consultants, LLC of Seattle, Washington in the amount of \$135,120 charging to account 258-3110010-71150.

NOW THEREFORE BE IT FURTHER RESOLVED, by this County Board of Lake County, Illinois, that \$91,960 be emergency appropriated from the fund balance of the Document Storage Fund (Fund 258) to account number 258-3110010-71150 (Consultants) for phase two project management services to oversee the implementation of the Circuit Clerk's Record Digitization Initiative.

DATED at Waukegan, Illinois, on November 10, 2020.