

# **TECHNOLOGY COMMITTEE**

10/13/2015

304 E. Grand River, Conference Rm 4A, Howell, MI 48843

6:30 PM

## **AGENDA**

- 1. CALL TO ORDER**
  - 2. APPROVAL OF MINUTES**  
Minutes of Meeting Dated: August 3, 2015
  - 3. APPROVAL OF AGENDA**
  - 4. CALL TO THE PUBLIC**
  - 5. RESOLUTION FOR CONSIDERATION**
- 
- 06 Information Technology**  
RESOLUTION AUTHORIZING THE RENEWAL OF SOFTWARE SUPPORT  
WITH FIDLAR TECHNOLOGIES FOR THE REGISTER OF DEEDS  
DEPARTMENT - Information Technology / General Government Committee /  
Finance Committee
- 
- 7. NEW BUSINESS**
  - 8. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

**AUGUST 3, 2015 – 6:30 P.M.**

ADMINISTRATION BUILDING - CONFERENCE ROOM 4  
304 E. Grand River Avenue, Howell, MI 48843

## TECHNOLOGY COMMITTEE

**COMM. STEVE WILLIAMS**

**KEN HINTON**

**RICH MALEWICZ**

OTHERS: ALLISON NALEPA

1. **CALL TO ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS** at **6:30 PM.**

2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED:**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**  
**MOVED BY: MALEWICZ / SECONDED BY: HINTON**  
**ALL IN FAVOR - MOTION PASSED**

3. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS PRESENTED.**  
**MOVED BY: HINTON / SECONDED BY: MALEWICZ**  
**ALL IN FAVOR - MOTION PASSED**

4. **CALL TO THE PUBLIC:** None.

5. **REPORTS:** None.

6. **RESOLUTIONS FOR CONSIDERATION.**

7. **INFORMATION TECHNOLOGY:** **RESOLUTION TO ADOPT A SOCIAL MEDIA POLICY, HANDBOOK, ACTION PLAN, AND USER GUIDELINES FOR THE MANAGEMENT OF LIVINGSTON COUNTY'S SOCIAL MEDIA**

**RECOMMEND MOTION TO: GENERAL GOVERNMENT**  
**MOVED BY: MALEWICZ / SECONDED BY: HINTON**  
**ALL IN FAVOR - MOTION PASSED**

**8. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING AN AGREEMENT WITH ACC BUSINESS/AT&T FOR INTERNET SERVICES**

**RECOMMEND MOTION OF AMENDED RESOLUTION TO: FINANCE  
MOVED BY: HINTON / SECONDED BY: MALEWICZ  
ALL IN FAVOR - MOTION PASSED**

Amendment changes service from 250 Mb for \$1,951 a month to 150 Mb for \$1,557 a month.

**9. ADJOURNMENT:**

**MOTION TO ADJOURN AT 7:07 PM.  
MOVED BY: HINTON / SECONDED BY: MALEWICZ  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**ALLISON NALEPA**  
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE RENEWAL OF SOFTWARE SUPPORT WITH FIDLAR TECHNOLOGIES FOR THE REGISTER OF DEEDS DEPARTMENT - INFORMATION TECHNOLOGY / GENERAL GOVERNMENT COMMITTEE / FINANCE COMMITTEE**

**WHEREAS,** the Livingston County Register of Deeds office receives technical support services and software upgrades from Fidlar Technologies; and

**WHEREAS,** the Fidlar software support contract is due for renewal, as of September 30<sup>th</sup>, and in order to continue the support as in the past with Fidlar Technologies, of Rock Island, Ill, issuance of a Purchase Order is required; and

**WHEREAS,** the Register of Deeds had personally chosen Fidlar Technologies because of their ability to improve the efficiency of record processing; and

**WHEREAS,** in compliance with the Livingston County Purchasing Policy, Fidlar Technologies of Rock Island, Ill., is the sole source for the purchase of the annual Fidlar Software support for the Livingston County Register of Deeds department; and

**WHEREAS,** the contract covers the period from October 1, 2015 through December 31, 2018 for an amount not to exceed \$241,875; and

**WHEREAS,** funding for same is available through the Information Technology Budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to Fidlar Technologies for Fidlar software support from October 1, 2015 through December 31, 2018 for an amount not to exceed \$241,875.

**BE IT FURTHER RESOLVED** that the Livingston County Board Chair is hereby authorized to sign any agreements or documents upon review and approval by Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:



## Livingston County, MI 3 Year Land Records Life Cycle Extension

This Extension is made this \_\_\_ day of \_\_\_\_\_, 2015 between Livingston County, MI and Fidar Technologies (“Fidar”). Livingston County, MI and Fidar hereby agree that the Computer System and Software License Sales Agreement dated December 2<sup>nd</sup>, 2010 between Livingston, MI and Fidar (the “Agreement”) is hereby extended for a 3 year period commencing on 1/1/2016 and terminating on 12/31/2018. The current Agreement expires on 9/30/2015 so a 4<sup>th</sup> quarter payment of \$16,875 will be billed on 10/1/2015 and then the new annual fee of \$75,000 will be billed annually on January 1<sup>st</sup>, starting in 2016. Except as amended by this Extension, the terms and conditions of the Agreement, which are incorporated herein and made a part hereof, shall continue in full force and effect during the 3 year term of this Extension.

### SOFTWARE SERVICES SUMMARY

Fidar Technologies Product\Service Description	Cost
<b>AVID</b>	<i>Year 1 - \$75,000 Year 2 - \$75,000 Year 3 - \$75,000</i>
Receipting (cashiering)	Included
Indexing	Included
<b>eIndexing Functionality (OCR)</b>	Included
SSN Redaction Batch Processing	Included
Manual Interface	Included
Automated Verification Functionality	Included
<b>iScan - Scanning Module</b>	Included
Magnetic Image Management	Included
<b>eRecording Catcher</b>	Included
<b>Property Fraud Alert Service</b>	Included
<b>Laredo &amp; Tapestry</b>	<i>Schedule D</i>
<b>Implementation Services</b>	<i>Included</i>
Project Management	Included
Workflow Analysis	Included
Installation/Configuration	Included
Data Conversion	Included
Comprehensive Training	Included
Internal	Included
Public	Included
<b>Annual CountyCare Support</b>	<i>Included</i>
1-800 Support	Included
System Upgrades	Included
Training on New features & Functionality	Included
State Mandated or Regulatory Updates	Included



**3 YEAR PAYMENT MILESTONES AND DATES:**

Annual LifeCycle Payments would be billed in January for the next 3 years:

2016 - \$75,000

2017 - \$75,000

2018 - \$75,000

**FIDLAR TECHNOLOGIES LIFE CYCLE SERVICE INCLUDES:**

- ◆ The use of our AVID software product during the life of this contract
- ◆ The use of any future software product Fidlar may develop to replace AVID for the purpose of recording land records documents (AVID).
- ◆ Project management, installation, conversion (excluding any needed or requested data clean-up), and training needed for the initial installation of any future Fidar Technologies product developed to replace AVID for the purpose of recording land records documents.
- ◆ The use of new add-on modules Fidar may develop and offer to the market for the purpose of recording land records documents.
- ◆ CountyCare<sup>®</sup> software maintenance

**FIDLAR TECHNOLOGIES LIFE CYCLE SERVICE DOES NOT INCLUDE:**

- ◆ The 3<sup>rd</sup> party software and hardware to operate AVID.
- ◆ The installation, maintenance, or support of 3<sup>rd</sup> party software and hardware now or in the future.
- ◆ Any current or future Fidar developed software product or service not designed or offered to the market for the purpose of recording land records documents.
- ◆ Any form of ownership or perpetual license to Fidar developed software products.
- ◆ Any custom development for special requests from client
- ◆ Any needed or requested training except as stated in the above section.
- ◆ Use of Fidar developed remote access products except as outlined in Schedule D of this contract.
- ◆ Explicit omission of any add-on modules not included in this contract.

**Buyer represents that this lifecycle extension has been read and accepted:**

**LIVINGSTON COUNTY, MI**

**FIDLAR TECHNOLOGIES**

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



## SCHEDULE D

### Laredo / Tapestry / Property Fraud Alert/ Honor Rewards

#### **LAREDO DESCRIPTION:**

Fidlar Technologies' Laredo software is designed to allow remote access to the Client's recorded document information by professional searchers (i.e., title companies, banks, realtors, etc.) Laredo is designed to allow subscription only access. Subscriptions for Client's customers and subsequent access are exclusively granted by Client. After Client issues the subscriber their user ID and password, they are able to download the Laredo remote access software from Fidlar's website, [www.fidlar.com](http://www.fidlar.com).

Each new Laredo subscriber will be presented with an online End User Agreement when they log in to Laredo. They will be prompted to print the agreement, sign it, and then forward it to Fidlar. The Laredo subscriber will be presented with this User Agreement each time they log in until they endorse the agreement and send it back to Fidlar.

It is notable that the unique user ID (username) and password defines each Laredo user. This user ID can be used to access land records data from any properly configured workstation; however, multiple users cannot log in with the same user ID at the same time.

#### **LAREDO BILLING:**

Fidlar will invoice Client a licensing fee for each Laredo user on a monthly basis. The licensing fee will be commensurate with the subscription plan of each subscriber in accordance with the schedule below. New subscribers joining during a monthly period will be billed based on the prorated amount for that month determined by their subscription date. The billing periods correlate with the calendar months.

#### **LAREDO PRICING:**

Laredo Per-Minute Plan Fees:

<u>Per-Minute Plans</u>	<u>Fidlar License Fee to County per User Subscription</u>
0-250 minutes	\$50/mo and 0.11 per minute overage
251-500 minutes	\$71/mo and 0.0825 per minute overage
501-1000 minutes	\$93/mo and 0.066 per minute overage
1001-2000 minutes	\$113/mo and 0.055 per minute overage
2001 and up	\$126/mo

Laredo support (at 1-563-345-1283), including End-User subscriber support, is included in the Per-Minute Plans.



#### **TAPESTRY DESCRIPTION:**

The Client has the option to participate in the Tapestry General Public Access System by permitting their information to be made available through the Fidar Technologies Tapestry website. The Client understands that Tapestry is a service offered and managed by Fidar to offer the land records of participating Counties collectively to the general public.

The Client understands that Fidar will provide phone and email support to users as well as manage the billing and collecting of Tapestry access fees from the end users. At the end of each billing period (calendar month), Fidar will provide a credit notice to the Client based on the below parameters. The remainder of the fees represents Fidar's licensing charge to the Client and includes the Tapestry system, usage, support and services provided on behalf of Client.

- \$2.25 per Tapestry search transaction; Fidar covers credit card fees, collections, and bad debt
- 50% of print-related fees

The Client understands that access fees for Laredo and Tapestry are set by the county and can change based on Client request but the above noted potential credits remains the same.

#### **END USER FEES**

The Client understands that it is empowered to charge fees to end users pursuant to Michigan Compiled Laws section 15.443 and other applicable law and hereby assigns to Fidar the above portions of end user fees as an actual cost to the Client during the term of this Agreement.

#### **INCLUDED WITHIN THIS SCHEDULE D ARE THE FOLLOWING COMMUNITY OUTREACH SERVICES:**

##### **PROPERTY FRAUD ALERT DESCRIPTION:**

Fidar's *Property Fraud Alert (PFA)* service is designed to monitor, identify, and notify individuals whose name has been indexed from a document recorded in the Client's office. The intent is to offer subscribers the ability to have their name/business name monitored within the Client's office in order to track possible fraudulent activity. *PFA* subscribers must sign up for the *PFA* service via the *PFA* website, [www.propertyfraudalert.com](http://www.propertyfraudalert.com) (select respective County). Subscribers will ONLY be notified by the *PFA* service when the name they have submitted matches any names that have been indexed from documents recorded within the Client's office.

*PFA* is a Fidar-managed web site and service. Fidar provides technical and end-user support via the *PFA* hotline service (1-800-728-3858).





**HONOR REWARDS DESCRIPTION:**

Fidlar’s Honor Rewards is a service provided to counties which allows them to quickly and easily implement and manage a rewards program for their local veterans. Veterans can sign-up (online or in your office) to receive and Honor Rewards ID card which gives them discounts and benefits at local businesses and retailers who participate in the program.

Fidlar handles many of the major costs and time consuming tasks involved in providing a Veterans rewards program including:

- Creation and maintenance of your county’s page at [www.honorrewards.com](http://www.honorrewards.com)
- Printing of all ID Cards
- Customer Support
- Pre-Created promotional materials

**BUYER REPRESENTS THAT THIS SCHEDULE ‘D’ HAS BEEN READ AND IS ACCEPTED:**

LIVINGSTON COUNTY, MI

FIDLAR TECHNOLOGIES

Dated:\_\_\_\_\_

Dated:\_\_\_\_\_

By:\_\_\_\_\_

By:\_\_\_\_\_

Name:\_\_\_\_\_

Name:\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF ENTER DEPARTMENT NAME**

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**Enter Address Here**  
**Phone** Enter Phone    **Fax** Enter FAX  
**Web Site:** [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To:** Livingston County Board of Commissioners  
**From:**  
**Date:** 10/9/2015  
**Re:**

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Enter Your Resolution Details Here

If you have any questions regarding this matter please contact me.