That the Board of County Commissioners approve the Change Order to the agreement with BancTec, Inc., for CBE No. 5660-04, for the BancTec OCR System used for processing check transactions; and authorize the Chief Financial Officer or his designee to sign the Change Order; or take other action as appropriate. (For possible action)

FISCAL IMPACT:

<table>
<thead>
<tr>
<th>Fund#</th>
<th>Fund Name: Information Technology Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Center</td>
<td>9930913000</td>
</tr>
<tr>
<td>Description</td>
<td>Information Technology Capital</td>
</tr>
</tbody>
</table>

Added Comments: The expenditures to date, including the original purchase and yearly maintenance, have amounted to $559,230, exceeding the $500,000 threshold. Maintenance averages $30,000 per year.

BACKGROUND:

In accordance with NRS 332 Resolution granting authority to the authorized representative or his designee (Resolution), approved by the Board of County Commissioners on January 15, 2002 and revised on September 21, 2004 and June 19, 2007, the Department of Finance, Purchasing and Contracts Division approved the award of CBE No. 5660-04 to BancTec, Inc. (LBE) for the OCR System on May 21, 2004. This system is used by both Assessor’s and Treasurer’s offices for processing property tax payments. Each office has its own software applications on the OCR machine that are used to process their property tax payments.

Following are the reasons for the Change Order:

• The Assessor’s Office is in the process of replacing their current Computerized Assisted Mass Appraisal (CAMA) system, which includes the billing and collection of Personal Property.
• As part of the new CAMA system, a change to the Tax Coupon is necessary and the software on the OCR machine will need to be upgraded to be able to handle both the current and the new tax coupons.
• Without this upgrade, the Assessor’s Office will not be able to utilize the OCR machine, and the property tax payments will have to be processed manually, causing a delay in the deposit of these funds.

Approval of this agenda item will also authorize staff to continue to pay maintenance on an as-needed basis, subject to approved budget appropriations, as long as the competitive bidding exception applies.

The price of this Change Order was reviewed by the Assessor’s staff, and was found to be equitable for the work involved. The attached Change Order provides the details for the work involved. The Business License Department has determined that no business license is required for this effort.

Prepared by: Thomas E. Boldt, C.P.M.

Respectfully submitted,