



Request for Waiver of Bid Procurement

I. Program Description and Current Operations

Date: 3-11-2016

Service or Goods to be Purchased: Back Indexing/Redacting

Estimated Expenditure Amount: \$80,250.00

Vendor Name: Fidlar Technologies

Department: Register of Deeds

Name of Contact Person: Kristi Chlebowski

Name of Program:

Requisition Number:

- II. Chapter 25 of Dane County Ordinance codifies the County's purchasing and contracting process. Included in this chapter, 25.11(20) allows for exceptions to the competitive bidding process for a variety of reasons.

Below is a list of exceptions specified in the ordinance. Choose the one most appropriate to your request.

Emergency procurement

Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

When unique and specific technical qualifications are required

When special adaptation for a special purpose is required

When a unique or opportune buying condition exists

- III. State your rationale for request for waiver. Please be specific.

Register of Deeds (ROD) office began a project in 2013 to scan and index old records and to redact personal and confidential information from those records. Funds were originally made available through the Redaction Fee Revenue (object code #82513) which ended December 31, 2014. These funds were used by the ROD office to enter into an agreement for back indexing and redaction of personal and confidential information with their software provider, Fidlar Technologies of Rockford, IL in 2013. Fidlar Technologies had developed a back indexing and redaction product that was customized to integrate with its land records software that the Register of Deeds office was already using. This allowed the ROD office to protect citizens' sensitive data and recorded documents from over handling and exposure. Due to the proprietary nature of the software, Fidlar Technologies is in a unique position to develop the product for back scanning, indexing and redaction of the documents. Fidlar staff will complete approximately 107,000 remaining documents under this contract

As a result, the ROD office has had staff work overtime since July 2015 to back index older records and look for any personal and confidential information that still needs to be redacted. Register of Deeds office has been attempting to complete the remaining portion of this project using current staff resources and overtime, however approximately 107,000 documents remain. The cost to pay staff time and a half to work on these older documents comes out to approx. \$1.40 per document, which would cost approximately \$149,800, and would take 5 years to complete.

Fidlar Technologies is able to assist with this project as they did with the previous contract. Fidlar's fee to help complete this project would be \$0.75 per document for a total cost of approximately \$80,250.00, and would be completed by the end of 2016. As a result, I am requesting a contract in the amount of \$80,250.00 with Fidlar Technologies to be paid from account line #22451 to complete this work.