



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of June 12, 2018  
Action Item for the City Council Meeting of June 19, 2018

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**DATE:** June 12, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** Annette Rodriguez, MPH, Director of Public Health  
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<p align="center"><b>Service Agreement for Document Imaging of Vital Records for the Corpus Christi-Nueces County Public Health District</b></p>
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**CAPTION:**

Ordinance appropriating \$250,000 from the Vital Statistics Record Retention Committed Fund Balance in the General Fund; amending the budget; and authorizing a six-month service agreement with MCCi, of Tallahassee, Florida, for document imaging of vital records for the Corpus Christi-Nueces County Public Health District for a total amount not to exceed \$250,000, via BuyBoard cooperative.

**PURPOSE:**

This item is to approve service agreement for the document imaging project for Vital Records.

**BACKGROUND AND FINDINGS:**

Vital records are currently housed in the Vital records and Statistics at the Health District. Because of the aging condition of these vital documents, it is necessary to digitize records dating from 1950-2001 to retain and preserve these historical vital records that are at risk of being destroyed, lost, or damaged by natural and man-made exposures. There are an estimated 550,000 records that need to be digitized.

This services is being procured through the Local Government Purchasing Cooperative dba BuyBoard which provides increased buying power for the City. The service agreement is for an amount up to \$247,500 with a contingency of up to \$2,500 for unforeseen expenses, with a total amount not to exceed \$250,000.

**ALTERNATIVES:**

No alternatives

**OTHER CONSIDERATIONS:**

None

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Vital Statistics

**FINANCIAL IMPACT:**

Operating                      X Revenue                       Capital                       Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$250,000.00	\$0.00	\$250,000.00
Encumbered / Expended Amount	\$ .00		\$ .00
This item	\$250,000.00	\$0.00	\$250,000.00
BALANCE	\$ .00	\$0.00	\$ .00

Fund(s): General Fund

**Comments:** None

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Price Sheet