EXECUTIVE DOCUMENT SUMMARY

Department: Information Technology	**Submittal Dates**
Contact Person: Liana Wilson	☐ Executive Board: _____
Telephone No.: 231-256-9824	■ Regular Session: 10/11/2022

Source Selection Method	
■ Quotation	**VENDOR:** Harris
☐ Other: _____	Address/ Phone:
Account Number (Funds to come from): 636.000.000.801.000	_____

Budgeted Amount: $ 0.00	**Contracted Amount:** $ 12,000.00

Document Description

☐ Select One   ■ Other Request for action _____

☐ **Request to Waive Board Policy on Bid Requirements**

Leelanau County currently has nine licenses for users on the Harris software. It has been an ongoing problem for years with access to the system when too many employees are utilizing the financial software. Close to 20 individuals can utilize the system at any one time and we find on many days employees are asked to shut down financials from their work station in order for another employee to issue receipts or access the system for their work project. This is counter productive and not a good use of staff time.

The I.T. Technician, Liana Wilson, has received a quote from Harris for an additional six licenses at $2,000.00 each as we feel that this will solve the current issues we are facing with usage.

This information was presented to the Finance/Audit Committee last week and they did concur with the request.

This purchase would require a recommended transfer from Contingency in the General Fund to the Data Processing Fund as there were no funds allocated in 2022 for this purchase. This is not something that there are bids available for, as we are dealing solely with one vendor.

Suggested Recommendation: I move that the Leelanau County Board of Commissioners approve the transfer of $12,000.00 from General Fund Contingency to Data Processing Fund #636 and approve the purchase of six licenses for financials from Harris in the amount of $12,000.00 with the expense to be charged to #636.000.000.801.000.

Department Head Approval: _____ Date: 10/11/22

_____ 10/11/2022