

PANOLA COUNTY COMMISSIONERS COURT
COMMISSIONERS COURT ORDER NO. 2016-05

AN ORDER GRANTING AN EXEMPTION FROM COMPETITIVE BIDDING FOR GOVERNMENT RECORDS MANAGEMENT SERVICES AND AUTHORIZING NEGOTIATION OF CONTRACT TERMS WITH PANOLA COUNTY'S CURRENT PROVIDER TO PROVIDE SUCH SERVICES FOR AN ADDITIONAL PERIOD TO ALLOW COMPLETION OF PROCUREMENT THROUGH A REQUEST FOR PROPOSALS.

WHEREAS, Panola County has terminated its contract with Kofile Systems, Inc. ("Kofile") for government records management services and needs to procure a new provider; and

WHEREAS, Panola County currently receives government records management services from Government Records Services, Inc. ("GRS") pursuant to a month-to-month extension of GRS's contract which contract had an expiration date of December 31, 2014 (the "2014 Agreement"); and

WHEREAS, due to the technical nature of the services and the software programs and equipment required to be provided, as well as data transfers and training that would need to be completed, a new government records management services provider would require a preparation period of several months before such new provider would be able to commence services; and

WHEREAS, the Commissioners Court has determined that due to the time required to complete the request for proposals procurement and the preparation time needed by the provider selected before commencing service delivery (if different than GRS), it is necessary to modify the existing month-to-month arrangement with GRS to ensure that government records management services are available to the County until such new provider is selected and can commence to provide such services.

NOW, IT IS THEREFORE ORDERED by the Commissioners Court of Panola County, Texas that:

1. Pursuant to Texas Local Government Code Section 262.024(a)(7), GRS is the sole source from which the County can procure governmental records management services during the time period commencing as of the date of this Order and ending approximately December 31, 2016, when it is estimated that the procurement of such services pursuant to a request for proposals has been completed and the provider awarded the contract will be prepared to commence delivery of services.
2. The Commissioners Court has received a statement (attached hereto as Exhibit A) from the County Judge, the county official responsible for purchasing the government records management services, that GRS is the sole source for such services during the period described above.
3. An exemption from competitive bidding is hereby granted by the Commissioners Court for the purpose of procuring government records management services from GRS for a period commencing as of the date of this Order and ending approximately December 31, 2016, and for such additional time as may be necessary to complete the request for proposals procurement and for the successful proposer to be prepared to commence service delivery.

4. The County Judge and the County's attorneys are hereby authorized to negotiate an agreement with GRS substantially in accordance with this Order, to be presented to the Commissioners Court for approval.
5. The findings, determinations and acts contained in the preamble to this Order are adopted by the Commissioners Court as part of this Order.
6. This Order shall be effective from and after the date of its passage and shall be incorporated into the minutes of the Commissioners Court for all purposes.

PASSED, APPROVED AND ADOPTED this 14th day of March, 2016.

LeeAnn Jones

 County Judge LeeAnn Jones

By: *Ronnie LaGrone*

 Ronnie LaGrone
 County Commissioner, Pct.1

By: *John Gradberg*

 John Gradberg
 County Commissioner, Pct.2

By: *Frank R. Langley, Jr.*

 Frank R. Langley, Jr.
 County Commissioner, Pct.3

By: *Dale LaGrone*

 Dale LaGrone
 County Commissioner, Pct.4

ATTEST:

Bonnie Adams

 Clerk, Panola County Commissioners Court



To: Panola County Commissioners Court

From: LeeAnn Jones, County Judge

Re: Procurement of Government Records Management Services Under a Sole Source Exemption

Date: March 14th, 2016

Panola County has terminated the contract (fully executed on March 12, 2015) for government records management services with Kofile Systems, Inc. ("Kofile"). Kofile has not fully implemented its records management program and has not provided government records management services under the contract. During 2015 and to the present, the County has received records management services from Government Records Services, Inc. ("GRS") under a month-to-month extension of GRS's contract with the County which contract had a December 31, 2014, expiration date. The County desires to modify the existing month-to-month arrangement with GRS to ensure that government records management services are available to the County until a new provider is selected and can commence such services. The County has no other provider contracted to provide the services being provided by GRS. Due to the technical nature of the services provided and the software programs and equipment required to be provided, as well as data transfers that would need to be completed, a new government records services provider would require an extended preparation period of several months before such new provider would be able to commence services. Accordingly, GRS is the sole source from which the County can procure government records management services during the time period from this date until approximately December 31, 2016, which is when I estimate that the procurement of such services pursuant to a request for proposals will have been completed and the new provider awarded the contract will be prepared to commence delivery of services.