



# Baldwin County Commission

## Legislation Text

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File #: 23-0844, Version: 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 5/2/2023

**Item Status:** New

**From:** Brian Peacock, CIS Director / Harry D'Olive, Probate Judge

**Submitted by:** Susan Marino, CIS Business Manager

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### **ITEM TITLE**

Professional Services Agreement with Prime Data, LLC for General Programming and Consulting Services

### **STAFF RECOMMENDATION**

Approve and authorize the Chairman to execute the Professional Services Agreement between Prime Data, LLC, and Baldwin County Commission (Judge of Probate) for general programming and consulting services related to the conversion from AS400 Computer Systems.

This a month-to-month Agreement and may be renewed with the mutual consent of the parties. The estimated term of this Agreement is one (1) to two (2) months in the amount of \$3000 per month, effective upon the date of full execution by both parties. Either party may terminate this Agreement, with or without cause, upon thirty (30) days' written notice.

### **BACKGROUND INFORMATION**

**Background:** The Honorable Harry D'Olive, Baldwin County Probate Judge, requests a Professional Services Agreement between Baldwin County Commission and Prime Data, LLC. The purpose of this Professional Services Agreement is to assist in the conversion from AS400. The conversion will require significant expertise in all facets of software platforms and conversions. Prime Data, LLC is the most qualified organization to fulfill the conversion.

**Previous Commission action/date:** N/A

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$3000.00 per month, payable in advance

**Budget line item(s) to be used:** 72158400.51500

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**

N/A

## **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**

N/A

**Reviewed/approved by:** Standard agreement previously approved by legal - County Attorney (Brad Hicks) reviewed an identical contract for Revenue Commissioner

**Additional comments:** N/A

## **ADVERTISING REQUIREMENTS**

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**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

## **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Administrative Staff - mail Correspondence and agreement. CIS Staff - Coordinate with Prime Data, LLC, to implement the agreement.

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
Administrative staff have the Chairman execute the agreement and send fully executed copy to:

Prime Data, LLC  
Attn: John Robertson  
11275 U.S. Highway 98 W, Ste 316  
Miramar Beach, Florida 32550-6909

**Additional instructions/notes:** Administration - upload to Contracts