



# Baldwin County Commission

## Legislation Text

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**File #:** 19-0198, **Version:** 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 11/6/2018

**Item Status:** Addendum

**From:** Ronald J. Cink, County Administrator

**Submitted by:** Keri Green, Administrative Support Specialist III

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### **ITEM TITLE**

Registration and Licensing Application Master Agreement and Statement of Work between Ingenuity, Inc. and Baldwin County Commission for Baldwin County Probate Office

### **STAFF RECOMMENDATION**

Take the following actions:

1) Approve the Master Agreement and Statement of Work (SOW) by and between Ingenuity, Inc. and the Baldwin County Commission for the customization, implementation and provision of a Registration and Licensing Application by Ingenuity, Inc. for the Baldwin County Commission and the Baldwin County Probate Judge's Office and for Ingenuity's ongoing maintenance and support related to the Application.

The initial term of the Master Agreement shall be for thirty-seven (37) months beginning as of the date of this Agreement. At the expiration of the initial term, the Master Agreement shall be renewed automatically for successive one-year terms unless notice of its intention not to renew is given in writing sixty (60) days prior to expiration of the term by the party seeking to terminate. The term of this Agreement shall be automatically extended as necessary to include the term of all Statements of Works SOWs and the payments related to all SOWs.

The SOW is effective 12/01/2018 and expires 11/30/2021. The End Date will be automatically extended in two (2) year increments unless either party provides the other party written notice of termination at least thirty (30) days prior to the original End Date or an extended End Date as may be applicable. On or after 12/1/2019, either party may terminate this SOW without cause by providing at least six (6) months advance written notice to the other party; and

2) Authorize the Chairman to execute the GovtPortal Application and any other necessary documents

related to this agreement.

## **BACKGROUND INFORMATION**

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

**Background:** Ingenuity will customize, implement, maintain and support a Registration and Licensing Application for the Baldwin County Probate Judge's Office. The Application will include functionality for processing the initial registration and registration renewals for automobiles, boats and manufactured homes as well as functionality for processing marriage licenses, new business licenses, and business license renewals. The Application will also include integrated functionality for customers to renew their automobile, boat, business license and manufactured home registrations online. Ingenuity will maintain a website and the related functionality needed for automobile dealerships and/or Baldwin County customers to electronically submit to Baldwin County Probate information and documents pertaining to the purchase of a vehicle.

## **FINANCIAL IMPACT**

**Total cost of recommendation:** \$115,000.00

**Budget line item(s) to be used:** 51300.5235

**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?**  
Yes

**Reviewed/approved by:** David Conner

**Additional comments:** N/A

## **ADVERTISING REQUIREMENTS**

**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:** N/A

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** N/A