

COUNTY OF ALBANY, N.Y.
OFFICE OF THE COUNTY CLERK

INTEROFFICE MEMORANDUM

To: Hon. Dan McCoy, County Executive
Hon. Andrew Joyce, Chair, County Legislature
From: Bruce A. Hidley, Albany County Clerk *BH*
Subj: Request for Permission to Contract with Infolinx for
the Hall of Records' Physical Content Management
System for an amount not to exceed \$155,000
Date: December 10, 2019

Attached is a request for Legislative authorizat~~on~~ to proceed with entering into a contract with Infolinx not to exceed \$155,000, the sole respondent to Request for Proposal (RFP) #2019-110. The RFP asked for proposals for physical records/content management applications capable of replacing the Hall of Records' current system with one that employed machine-readable technology ("barcoding") and was capable of successful integration and coordination with Albany County's electronic content management system (ECMS), Laserfiche Rio.

A review team consisting of County Clerk Bruce Hidley, Deputy County Clerk Craig Carlson, Chief Information Officer Perry Blanchard, Vincent Commisso, Camisha Smith, and Ricardo Wright-Ramos of the Albany County Hall of Records reviewed the proposal submitted by Infolinx. The review team found the proposal to be strong on its own merits, independent of the fact that Infolinx was the sole vendor to submit.

Thank you for your attention to this matter. If you have any questions or need additional information please do not hesitate to contact me.

cc: Majority Counsel Kevin Cannizzaro ✓
Minority Counsel Arnis Zilgme
Majority Leader Dennis Feeney
Minority Leader Frank Mauriello