

Item Title: Approval of a Multi-Year Agreement with Advanced Imaging Systems, Inc. for Imaging, Document Management, and Storage of Carry and Concealed Weapon Permit Files in the Wake County Sheriff's Office (WCSO)

Specific Action Requested:

That the Board of Commissioners authorizes the County Manager to execute a multi-year agreement with Advanced Imaging Systems, Inc.

Item Summary:

Purpose: The Board of Commissioners approves all multi-year contracts, including those entered into by the Wake County Sheriff's Office (WCSO).

Background: WCSO is responsible for accepting applications and performing the necessary background checks related to the issue of Carry and Concealed Weapons permits and pistol purchase permits. Additionally, this unit issues various other permits (precious metal purchase permits and non-ferrous metal permits) as required by North Carolina statute.

Funding has been appropriated in the capital and operating budgets for the imaging and digital storage of Carry and Concealed Weapon Permits. Capital funding was appropriated in FY 2019 for the digital storage of over 1 million images related to existing permits. Annual operating funding has been appropriated for the ongoing imaging and digital storage of files related to new Carry and Concealed Weapon Permits. WCSO requests approval of this contract to provide expanded digital image storage to respond to customer demand.

Board Goal: This action supports routine County operations.

Fiscal Impact: The total amount of the contract is \$181,000 and includes both capital and operating components. The imaging and digital storage of existing permits will be funded from project dollars already appropriated in the Automation element of the County Capital Fund. The ongoing imaging and digital storage of new permits in future fiscal years will be funded from the Wake County Sheriff's Office annual operating budget.

Additional Information:

The Pistol Permits & Records unit within the Administration Division of the Wake County Sheriff's Office is responsible for accepting applications and performing the necessary background checks related to the issue of Carry and Concealed Weapons permits and pistol purchase permits. Additionally, this unit issues various other permits (precious metal purchase permits and non-ferrous metal permits) as required by North Carolina statute.

The Pistol Permits & Records unit is also responsible for the maintenance, organization, and retention of Carry and Concealed Weapons and pistol purchase permit records as required by law, for internal use, and for any legal proceedings.

As of September 2019, there are over 48,330 active Concealed Handgun Pistol (CHP) Permits for Wake County. The number of permit requests and active records has continued to grow since that time, especially since the start of the COVID-19 pandemic. There is an urgent need for a digital imaging and document management solution to ensure current storage capacity and records within the Sheriff's Office are adequately managed.

The Wake County Sheriff's Office is now requesting to enter into a multi-year agreement with Advanced Imaging Systems, Inc. to perform digital imaging and document management of the existing backfile catalogue of permits, as well as ongoing licensing to maintain storage capabilities and capacity for future records. Because the future ongoing licensing will be funded from the Sheriff's Office annual operating budget, Board of Commissioners approval is required to enter into a multi-year agreement.

Attachments:

1. AIS, Inc. Agreement and Attachments A, B and C.