



**KARL L. KEITH**  
**MONTGOMERY COUNTY AUDITOR**

451 WEST THIRD STREET • P.O. BOX 972 • DAYTON, OH 45422

July 11, 2018

Ms. Deborah Lieberman, President  
Board of County Commissioners  
County Administration Building  
451 West Third Street  
Dayton, OH 45422-110

Dear Ms. Lieberman:

At the July 11, 2018 meeting, the Automatic Data Processing Board unanimously approved the request from **Development Services** to purchase an electronic document management solution that includes a workflow for monitoring the assimilation of documents and forms, electronic signatures, and supervisor approval in each stage related to Workforce Development processes. This purchase would be made from **Northwoods Consulting Partnership, Inc.**, as part of the purchase agreement currently in use in Montgomery County at a cost not to exceed **\$190,000.00** over a three-year period. Funds would come from the Public Assistance Fund.

The ADP Board also approved unanimously the **Clerk of Courts'** request to enter into a 60-months lease in an amount not to exceed **\$148,740.00** with **Modern Office Methods** for seven (7) multifunction devices. The annual payment for the 2018 calendar year would not exceed **\$12,395.00**. Funding would come from the Clerk of Courts Legal Division budget, General Division Clerk Automation Fund, Domestic Relations Clerk Automation Fund, and Common Pleas Court Electronic Filing Fund.

Also, the ADP Board unanimously approved a request from **Facilities Management** to purchase a replacement 100 KVA Uninterruptable Power Supply (UPS) for the Data Processing Department at 451 West Third Street. This purchase would be made from the vendor, **Graybar**, in the amount of **\$71,199.17** using the US Communities Purchasing agreement, EV2370. Funds for this purchase would come from Project 111803, Fund 419, Subfund, 100, OCA 411803.

Lastly, the Board unanimously approved **Data Processing's** request for a revision to the hourly rates charged for programming and technical support services provided to non-General Fund Departments beginning in 2019. Based on an analysis performed by Data Processing

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staff and staff from OMB which examined the department's personnel cost and the number of hours allocated to these services, the 2019 rates would be increased as follows:

- (1) New rate for programming services: \$108.00 per hour
- (2) New rate for technical support services: \$ 76.00 per hour

Sincerely,



KARL L. KEITH, Secretary  
Automatic Data Processing Board

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cc: ADP Board Members  
James Alford, Data Processing Director  
Tina Ratcliff, Records Manager  
Gayle Ingram, Clerk to BCC  
Mary Montgomery, Assistant Prosecuting Attorney  
Kris Louthan, Accounting  
Katie Joseph, Accounting  
Missy Daulton, Accounting  
Teresa Walker, Accounting  
Tyler Small, Purchasing Director  
Marsha Shaffer, Purchasing  
Garth McLean, Development Services  
Connie Villelli, Clerk of Courts Office  
William Epperson, Facilities Management