

COUNTY COMMISSIONERS OFFICE  
PRINCESS ANNE, MARYLAND  
SPECIAL SESSION  
APRIL 19, 2011

At 2:00 p.m., the Board of County Commissioners for Somerset County met in special session with Commissioner Vice President Charles E. Fisher, Commissioner Craig N. Mathies, Sr., Commissioner Jerry S. Boston and Commissioner Randy Laird.

County Administrator-Clerk, Cynthia R. Ward, Executive Secretary, Lory E. Ebron; Finance Director, Gene Adkins and Internal Auditor, Sharon Muir.

Vice President Charles Fisher called the meeting to order, and asked Commissioner Mathies to lead those attending the meeting in repeating the Lord's Prayer and the Pledge of Allegiance.

At this time, Finance Director Gene Adkins was before the board to present sealed bid proposals received for the Financial and Accounting Software. County Administrator Ward explained that as of 2:00 p.m. today, the Commissioner's Office had received two bid proposals. Ms. Ward also explained that a complete review would need to be performed by the committee formed to review the software before a final recommendation for the award could be made. Commissioner President Simpkins was in attendance, arriving at 2:06 p.m. Mr. Gene Adkins proceeded to explain the process of obtaining the bid submissions which started one year ago. At that time, Mr. Adkins was advised that Mr. Don Bland would be retiring in 2014, and therefore would no longer be able to support the software currently being used by the county. Mr. Adkins explained that a committee was formed, represented by the following departments: Treasurers Office, Human Resources, IT, Data Processing and County Roads. Also serving on the committee were Mr. Gene Adkins, Financial Director and Ms. Sharon Muir, Internal Auditor.

Mr. Adkins explained that the bid proposal was posted to Emarylandmarketplace, and a basic cost proposal was requested, to include the separate costs for adding additional modules, if cost would permit the purchase of these additional modules (Fixed Assets, Inventory, Human Resources, GASB 34 Reporting, Grants Accounting, Capital Projects, Permits and Licenses, Animal Licensing and Customer Work Orders). Because of the complexity of this particular bid submission and the need to compare and review each line item of the proposal, Mr. Adkins requested that Commissioner President Simpkins read the following total categories for the purpose of today's meeting: Grand total for all required modules, total for all modules after

discount, grand total of all optional modules and lastly, the sub-total and total for the Annual Support Fees.

Commissioner President Simpkins next began opening the sealed bids submitted with regard to the Financial and Accounting Software bid proposal. The bid information was as follows:

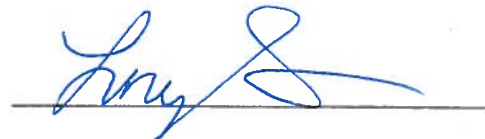
<u>Bidder</u>	<u>Bid Amount:</u>
1. Edmunds Associates New Jersey	\$110,500 - Grand total –all required modules \$ 50,500 - Grand total-all optional modules \$ 73,947 - Subtotal- Annual Support Fees \$141,019 - Total- All Years Annual Support
2. Tyler Technologies Maine	\$116,150 - Grand total –all required modules \$ 50,700 - Grand total-all optional modules \$ 64,009 - Subtotal- Annual Support Fees \$133,250 - Total- All Years Annual Support

Commissioner Fisher asked Mr. Adkins about when he expected to attain a total cost figure and recommendation. Mr. Adkins felt he would be ready to submit a final cost figure and recommendation by next week's meeting as this would allow the committee time to review the proposals and determine that all line items had been included in the final cost.

Commissioner Laird requested that the final submission be clearly outlined when submitted.

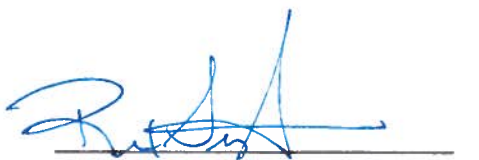
With no further business, the special session meeting adjourned at 2:20 p.m.

Respectfully Submitted:



Lory E. Ebron  
Executive Secretary

Approved by:



Board of County Commissioners  
For Somerset County