

KITTITAS COUNTY  
TREASURER'S OFFICE  
**AGENDA STAFF REPORT**

**AGENDA DATE:** August 7, 2012

**ACTION REQUESTED:** Approve TUI Master Agreement between Kittitas County and Technology Unlimited Inc.

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**BACKGROUND:** The Kittitas County Treasurer's Office is requesting approval from the Board of County Commissioner's to purchase from Technology Unlimited Inc. the hardware and software associated with the check remitter. Currently, the Treasurer's Office staff is manually opening and sorting each piece of mail delivered to our office. Additionally, a second staff member in the office then has to post each payment manually in our tax reporting system. When you take into account the volume of mail received each year, this equates to a timely and inefficient process for the Treasurer's Office.

The proposed purchase of the check remitter will help provide the following benefits to Kittitas County:

- Scanning payment coupons and checks efficiently into one file which can be electronically imported into our tax reporting program in one step.
- Importing a file from our tax reporting program in order to validate payments prior to processing.
- Proper record keeping of payments received, including an image of the check and coupon processed.

According to Schedule #1 to TUI Master Agreement between Technology Unlimited Inc. and Kittitas County Treasurer, the payment required for the hardware and software is \$7,945.00. The installation and on-site training for the product is \$5,000.00, and the annual maintenance for the hardware and software is \$1,343.95. There is an additional charge for the Import File Validation, not to exceed \$2,800.00. The grand total for this product is \$17,088.95 (may be less depending on actual cost of Import File Validation). The Treasurer's Office will support this charge out of the Computer Software budget line 31-56404.

**INTERACTION:** Addendum has been reviewed by the Prosecutor's Office.

**RECOMMENDATION:** Approve the TUI Master Agreement between Kittitas County and Technology Unlimited Inc.

**HANDLING:** 2 – Originals - Treasurer  
1 – Original – Clerk of the Board

**ATTACHMENTS:** TUI Master Agreement between Kittitas County and Technology Unlimited Inc.  
Schedule #1 to TUI Master Agreement between Technology Unlimited Inc. and Kittitas County Treasurer  
Software License and Maintenance Agreement

**LEAD STAFF:** Deanna Jo Panattoni, Treasurer