



REQUEST FOR BOARD ACTION

ITEM NO. 8

DATE OF MEETING: October 12, 2015

REQUESTED BY: Erik Harvey, Director, Information Technology Services

SHORT TITLE: Approval of a Purchase Order to Coeco Office Systems for Alchemy Support and Maintenance renewal in the amount of \$12,181.94.

BACKGROUND: In 2009, Pender County purchased Coeco Office Systems Alchemy Document Server. Alchemy Document Server is currently being used by a number of County departments to securely capture, store, and search documents.

Pender County ITS has immediate and unlimited access to Coeco Office Systems for Alchemy Document Server Support and Maintenance to address any issues that may arise with the system.

SPECIFIC ACTION REQUESTED: To approve a Purchase Order to Coeco Office Systems for Alchemy Document Server Support and Maintenance in the amount of \$12,181.94. This expenditure has been budgeted in the FY 15-16 Budget Ordinance and will be taken from the following line item:

IT Contracted Services: 445-404500