



PUBLIC HEARING AGENDA ITEM

DATE OF PUBLIC HEARING: June 27, 2017
SUBJECT: Motor Vehicle Self Service Kiosks
FROM: Raymond H. Gonzales, Interim County Manager Patti Duncan, Interim Deputy County Manager Benjamin Dahlman, Finance Director Kim Roland, Procurement and Contracts Manager
AGENCY/DEPARTMENT: Clerk and Recorder's Office – Motor Vehicle Department
HEARD AT STUDY SESSION ON: N/A
AUTHORIZATION TO MOVE FORWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO
RECOMMENDED ACTION: That the Board of County Commissioners approves an agreement with Intellectual Technology, Inc., to provide motor vehicle self service kiosks at Adams County Motor Vehicle Department locations.

BACKGROUND:

Pursuant to Colorado Revised Statute § 42-1-231, County Clerk and Recorders are authorized to conduct kiosk pilot programs utilizing a private contractor to provide onsite motor vehicle registration renewal services. The intent of these kiosks is to provide an alternative service delivery option to citizens to reduce the amount of over the counter renewals and decrease customer wait times at Colorado Department of Revenue locations by allowing the renewal of vehicle registrations at county facilities.

On June 16, 2016, Arapahoe County issued a formal Request for Proposal (RFP) seeking a qualified contractor to provide their Motor Vehicle locations with self service kiosks as part of this pilot program authorization. The RFP was closed on July 14, 2016 with one contractor, Intellectual Technology, Inc., providing a response. After a thorough review, it was determined by the evaluation committee at Arapahoe County that Intellectual Technology, Inc., was qualified and subsequently awarded a contract for these services on October 19, 2016.

In 2017, the Adams County Clerk and Recorder's Office also became interested in conducting a similar pilot program at the Westminster Motor Vehicle location and possibly the Brighton location, depending on availability of the kiosks. The Clerk and Recorder is wanting to utilize the RFP award made by Arapahoe County to enter into an agreement with Intellectual Technology, Inc., for this same service. As the RFP solicitation completed by Arapahoe County included an intergovernmental cooperative purchasing clause, Adams County purchasing policy allows for the use of this solicitation as sufficient competition for these services.

Entering into this agreement will generally be of no cost to the County. The program will primarily be funded through individual transaction fees. Customers will be obligated to pay a \$3.00 service fee per transaction regardless of payment type, with an additional 2.15% fee if paying via credit or debit card or \$.50 if paying by check. These fees will be paid directly to the Contractor. Through September of 2018, the County will be responsible for the payment of any “no-fault refund transaction fees” which could occur if a registration renewal is processed twice in error during nightly uploads. The amount of repayment by the County of these fees will be capped at an amount not to exceed \$750.00 per month during that time frame. After September of 2018, the Colorado Department of Revenue will be operating a new motor vehicle database which will prevent any no-fault fees. At the conclusion of the three year agreement, responsibility for implementing these kiosks at any participating county motor vehicle locations throughout the state will fall to the Colorado State Department of Revenue. The Clerk and Recorder believes that providing this service will be highly beneficial to the citizens of Adams County.

It is recommended that the agreement with Intellectual Technology, Inc., to provide motor vehicle self service kiosks be approved.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Clerk and Recorder’s Office – Motor Vehicle Department

ATTACHED DOCUMENTS:

Resolution

FISCAL IMPACT:

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

Fund: 1
Cost Center: 1023

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:	7685		\$9,000.00
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<u>\$9,000.00</u>

New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☒ NO

Additional Note: