



# COLLIN COUNTY

**Stacey Kemp  
County Clerk**

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TO: Judge Chris Hill  
Commissioner Susan Fletcher  
Commissioner Cheryl Williams  
Commissioner Darrell Hale  
Commissioner Duncan Webb

FROM: Stacey Kemp, County Clerk

DATE: May 16, 2022

RE: Award of Contract for Records Inventory Management Software

I respectfully request approval to award the County Clerk's Records Inventory Management Software contract to Carahsoft Technology Corp. as the best-evaluated offeror.

The software will provide a more efficient and accurate method for the inventory, storage and management of the County Clerk's physical records including all books, boxes, and files of preserved and unpreserved records.

Funding is provided by the County Clerk's Records Management and Preservation fund. The contract will not affect the County's General Fund.