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COUNTY OF ERIE

CHRISTOPHER L. JACOBS
COUNTY CLERK

March 10, 2014

The Honorable
Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

RE: Erie County Clerk –
Pistol Permit Division - Software Modifications

Dear Honorable Members:

The Erie County Clerk is requesting approval to authorize software modifications to Gunkeeper, the proprietary software utilized in our Pistol Permit Division.

Gunkeeper is created by Vivax Corporation (a software development company) for the State of New York for the sole purpose of managing, tracking and issuing pistol permits. As it is their own creation, Vivax is the only one that can do system modifications to Gunkeeper. As such, this resolution also seeks authorization to waive the RFP procedures outlined in Section 19.08 of the Erie County Administrative Code.

Should your honorable body require further information, representatives from the Clerk's Office will be available to discuss. Thank you for your consideration on this matter.

Sincerely,

CHRISTOPHER L. JACOBS
Erie County Clerk

Attachment

ERIE COUNTY HALL • 92 FRANKLIN STREET • BUFFALO, N.Y. • 14202 • PHONE: (716) 858-8865 • FAX: (716) 858-6550

MEMORANDUM

To:	Honorable Members of the Erie County Legislature
From:	Christopher L. Jacobs, Erie County Clerk
RE:	**Erie County Clerk–Pistol Permit Division- Software Modifications**
Date:	**March 10, 2014**

SUMMARY

Authorization is requested to allow the Erie County Clerk to authorize software modifications to Gunkeeper, the proprietary software utilized in our Pistol Permit Division.

FISCAL IMPLICATIONS

Funds are available in the Clerk's 2014 Budget.

REASONS FOR RECOMMENDATION

We have requested certain custom modifications to Gunkeeper that will allow staff in the Pistol Permit area to work more efficiently.

BACKGROUND INFORMATION

As the office responsible for the processing of all pistol permits in Erie County and the maintenance of related records, the County Clerk purchased Gunkeeper several years ago for the tracking and issuing of permits. In an effort to improve processing times and increase efficiency, we have undertaken a Reengineering Study of the processes in the Pistol Permit Division, and working with staff identified modifications that would improve productivity, that include:

- Creation of custom report that allow staff to pull pistol permit applications that meet certain criteria and are ready for submission to the licensing officer;
- Allow for a single-window interface to dispose multiple firearms and transfer ownership to other permits and allow for the creation of corresponding amendments for submission to the State Police.
- Modifications to the current Standard Pistol Permit Form that would allow it to be used as an Application Tracking Sheet.

The quote from Vivax Corporation states that the cost of these modifications will not exceed $4,000. Gunkeeper is created by Vivax Corporation (a software development company) for the State of New York for the sole purpose of managing, tracking and issuing pistol permits.

As it is their own creation, Vivax is the only one that can do system modifications to Gunkeeper. As such, this resolution also seeks authorization to waive the RFP procedures outlined in Section 19.08 of the Erie County Administrative Code.

CONSEQUENCES OF NEGATIVE ACTION

The Clerk's Office will not be able to authorize the necessary software modifications.

STEPS FOLLOWING APPROVAL

Vivax will begin software modifications for the Gunkeeper program.

A RESOLUTION SUBMITTED BY:
ERIE COUNTY CLERK

RE: Erie County Clerk –
Pistol Permit Division- Software Modifications and Supplies

WHEREAS, the Erie County Clerk is responsible for processing all pistol permits in Erie County and the maintenance of related records; and

WHEREAS, the County Clerk purchased Gunkeeper, a proprietary software created by Vivax Corporation, several years ago for the tracking and issuing of permits; and

WHEREAS, the Clerk's office has identified several modifications that would allow for a more efficient pistol permit process; and

WHEREAS, Vivax Corporation has agreed to make these modifications; and

WHEREAS, the proprietary nature of the software necessitates that only Vivax can make the requested modifications and requires the waiving of the RFP procedure as outlined in Section 19.08 of the Erie County Administrative Code; and

WHEREAS, the Clerk's Office/Registrar Division has funding available in its 2014 Budget.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the following budgetary adjustment:

2014 BUDGET – County Clerk, Business Area 113
Fund Center 11310 – Registrar Division

		Decrease
516020	Prof Svcs Contracts Fees	$4,000
		Increase
516030	Maintenance Contracts	$4,000

and be it further

RESOLVED, that the provisions of Section 19.08 of the Erie County Administrative Code are hereby waived as it relates to the completion of the modifications to Gunkeeper software by Vivax Corporation, and be it further

RESOLVED, that certified copies of this resolution be sent to the Erie County Clerk, the Director of Budget and Management, the County Attorney and the County Comptroller.