

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

June 9, 2026

**FROM**

**JASON ANDERSON, District Attorney**

**SUBJECT**

Amendment to Contract with Experlogix Technologies Canada, Inc. for Automated Document Management Services

**RECOMMENDATION(S)**

1. Approve **Amendment No. 4 to Contract No. 21-716** with Experlogix Technologies Canada, Inc., for document design, creation, automated document management services, to add one additional year of services with technical support and to increase the total contract amount by \$41,542.56, from \$258,871.23 to \$300,413.79, for a total contract period of June 12, 2021 through June 11, 2027, with an option to extend one year through June 11, 2028.
2. Authorize the Purchasing Agent to approve the option to extend the contract by one year, approve cost increases and additional technical support hours, provided the total annual contract amount remains within the Purchasing Agent's contract authority of \$200,000 annually, as delegated by County Policy 11-04.2.A.ii., and approve non-financial and/or non-material changes to the contract, subject to County Counsel review and approval.
3. Direct the District Attorney to transmit any change orders and amendments to the contract to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Michael Fermin, Chief Assistant District Attorney, 382-3662)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The recommended Amendment increases the total contract amount by \$41,542.56 to a new total contract amount of \$300,413.79. Sufficient appropriation has been included in the District Attorney's (Department) 2025-26 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The Department is the public prosecutor and has the mandated responsibility to prosecute crimes committed within San Bernardino County, including city jurisdictions, pursuant to Government Code 26500. The Department generates a significant number of forms during the investigation and prosecution of cases. The Department utilizes over 100 different document templates that include complaints to be filed with the Superior Court, arrest warrants, subpoenas, motions and other forms. The Department's case management system, STAR:TNG, contains case information that is queried to populate the forms.

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In March 2018, Request for Proposals No. 2018-2888 was issued to procure automated document management services to be integrated with STAR:TNG.

On June 12, 2018 (Item No. 45), the Board of Supervisors awarded Contract No. 18-355 to Xpertdoc for \$143,400, for the period June 12, 2018 through June 11, 2021, including two one-year options to extend the contract. The vendor performed satisfactorily and the Department intended to execute the contract extensions. However, the Department inadvertently waited too long to extend the contract and the contract expired. On October 5, 2021 (Item No. 30), the Board approved Contract No. 21-716 with Xpertdoc, retroactive to June 12, 2021 through June 11, 2026, for a contract amount of \$250,000. The vendor maintained the same pricing with no increases.

Subsequently, the Purchasing Agent approved three amendments with delegated authority. Amendment No. 1 was approved on July 18, 2023, to update the contractor's name to Experlogix Technologies Canada, Inc., with no changes to the term or cost. Amendment No. 2 was approved on November 8, 2023, to add technical support service hours and increase the total contract amount by \$4,400, from \$250,000 to \$254,400. Amendment No. 3 was approved on July 3, 2024, to add user licenses at a cost of \$4,471.23, increasing the total cost from \$254,400 to \$258,871.23, with no change to the contract term ending June 11, 2026.

The Department requests approval of Amendment No. 4 to extend the contract by one additional year through June 11, 2027 and add technical support service hours at a cost of \$41,542.56. This will provide time for the Department to evaluate vendors to provide automated document generation services. Because of the time needed to find a vendor and the level of effort required to transition over 100 templates to a new vendor, the Department requests the option to extend one additional year thereafter. This extension will result in a total contract term of up to seven years if the Department exercises the option to extend through June 11, 2028.

While County Policy 11-06 SP 1 permits software subscriptions to exceed the standard five-year term, it requires the Board to approve amendments because the Board originally approved Contract No. 21-716. In addition, County Policy 11-04 requires that contracts exceeding a five-year term must be approved by the Board.

**PROCUREMENT**

N/A.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniella Hernandez, Deputy County Counsel, 387-5455) on May 13, 2026; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on May 15, 2026; and County Finance and Administration (Elias Duenas, Administrative Analyst, 387-4052) on May 19, 2026.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  \_\_\_\_\_  
DATED: June 9, 2026



cc: DA - Walker w/agree  
Contractor - c/o DA w/agree  
File - w/agree  
CCM 06/10/2026