

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

August 5, 2025

FROM

JOSIE GONZALES, Assessor-Recorder-County Clerk

SUBJECT

Amendment to Agreement with Lucidea Technologies Corp. for ArchivEra Archives Software Support and Maintenance Services

RECOMMENDATION(S)

1. Approve **Amendment No. 1 to Agreement No. 21-277** with Lucidea Technologies Corp., for licensing, support and maintenance services, adding additional professional services, and increasing the amount by \$10,337, from \$39,663 to a not to exceed amount of \$50,000, with no change to the term of April 20, 2021, through April 19, 2026.
2. Authorize the Purchasing Agent to execute any documents, service orders, and non-substantive amendments that may be required by Lucidea Technologies Corp., subject to the terms of Agreement No. 21-277, subject to County Counsel review.
3. Direct the Assessor-Recorder-County Clerk to transmit copies of non-substantive amendments, related to Lucidea Technologies Corp. professional services, to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Josie Gonzales, Assessor-Recorder-County Clerk, 382-3208)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

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

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost).

The total agreement amount is increasing by \$10,337, from \$39,663 to a not-to-exceed amount of \$50,000 for additional professional services. Adequate appropriation and revenue have been included in the County Archives Special Revenue Fund 2025-26 Budget (3110002347).

BACKGROUND INFORMATION

The Assessor-Recorder-County Clerk Department (ARC) administers the County's Historical Archives (Archives), which is responsible for identifying, collecting, preserving, maintaining, and making available records and historical materials relating to the County. The Archives division serves as both a repository for these unique documents and as a resource center open to the public and County staff.

In 2010, the Archives began using Archives specific software to maintain its collections. This software enables archival staff to build a database of legal and historically significant material, both physical and digital, and display it online for public viewing, while effectively managing

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workflow from accessioning to monitoring research requests. Lucidea Technologies Corp. (Lucidea) offers technical support and maintenance services to sustain the Archives database and solve any technical problems that may be encountered while using the software.

On April 20, 2021, as the result of a non-competitive procurement, the Board of Supervisors (Board) approved Agreement No. 21-277 with Lucidea for licensing, support and maintenance services, training, and additional implementation services for ArchivEra Archives software. This software was used to create a database of legal and historically significant material for public viewing in the total amount not to exceed \$39,663 for the period beginning April 20, 2021, through April 19, 2026.

Amendment No. 1 to the agreement with Lucidea will allow the ARC to use additional implementation services for ArchivEra software to be procured via professional service orders. These services will be utilized to provide security improvements, implement enhancements, and support future system improvements.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kenneth Brown, Deputy County Counsel, 387-5455) on July 9, 2025; Risk Management (Gregory Ustaszewski, Staff Analyst II, 386-9008) on July 9, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on July 10, 2025; and County Finance and Administration (Kathleen Gonzalez, Administrative Analyst, 387-5412) on July 15, 2025.

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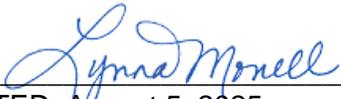
Record of Action of the Board of Supervisors
San Bernardino County

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: August 5, 2025



cc: ARC - Preston w/agree
Contractor - c/o ARC w/agree
File - w/agree

CCM 08/11/2025