

Position Paper for Agenda Item

To: Cumberland County Board of Commissioners
From: Jessica Spaulding, Register of Deeds
Date: May 18, 2026
Subject: Registry of Deeds - Records Management System

Requested Action

Award of bid to Info Quick Solutions for the Registry of Deeds Records Management System.

Background and Purpose of Request

The Registry of Deeds current contract with the records management vendor is expiring at the end of the year. Due to technical support issues in the past with the current vendor, the County looked to see what other software options exist that would meet the needs of the Registry. The Registry required a pre-bid demonstration prior to accepting bids from vendors, we received interest from multiple vendors, however only two scheduled demonstrations, with one completing the demonstration. The vendor that completed the demonstration and bid process currently holds contracts with 11 of the 17 Registries in the State. The evaluation committee felt that Info Quick Solutions software has robust features that more than meets the needs of the Registry and are able to be tailored to the office workflow.

The current contract includes both software and hardware, which has presented some issues in years past. The new contract would be software based only. Hardware and server capacity will be handled by the County as it is more cost effective and easier to manage. The IT Director is in support of this and sees no issues moving forward.

Funding Amount and Source

\$81,600 yearly. The software service is a planned budget expense and will be funded through the FY 2027 Deeds Lease and Service Agreements account.

\$2,000 equipment purchase is a planned budget expense funded through the FY 2027 Deeds Office Equipment account.

Effective Date

January 1, 2027

Attachments

- IQS Bid
- Score sheet