

# COB - BOSAIR FORM

09/19/2025 11:51 AM (MST)

Submitted by rrivas@sc.pima.gov



## BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\*

Record Number:

Award Type: Agenda Item

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 10/14/2025

## Agenda Item Report

Record Number:

**Title:** Request, pursuant to ARS 12-284.01, to expend funds from the Document and Digital Evidence and Retrieval Conversion Fund to purchase OnBase licenses for Clerk of Court employees, and to pay an invoice from the Administrative Office of the Courts for the maintenance of our digital evidence system, Case Center.

**Introduction / Background:** The Office of the Clerk of Superior Court is the official record keeper for the Superior Court. The Superior Court and Clerk of Superior Court have worked together, with Databank, to implement a new document management system known as PimaDocs. This OnBase product requires the purchase of multiple licenses for our employees that will allow full use of the new system. Our office received an invoice which included the Clerk's Office portion of \$173,299.11. Upon receipt, a JCEF application was submitted to the Administrative Office of the Courts (AOC), and approved, for \$66,583.61. After that amount was applied to the outstanding invoice we are left with a balance of \$106,715.50, all evidenced in the attached invoice. Additionally, the Clerk's Office has received an invoice from the Arizona Supreme Court in the amount of \$50.00, for the cost of maintaining cases in Case Center—our digital evidence system maintained by the Supreme Court.

**Discussion:** ARS 12-284.01 allows for the expenditure of funds to maintain the Clerk's document storage and retrieval system using special revenue that is captured at the time filing fees are paid. This money is set aside to defray the cost of maintaining the document storage and retrieval system and to manage and store digital evidence. The statute also requires coordination with the Superior Court Presiding Judge, which has been attached for your reference.

**Conclusion:** The Clerk of Superior Court is required to purchase licenses for its employees for the new PimaDocs document management system. Additionally, the Clerk's Office is required to reimburse the AOC for the maintenance of the digital evidence system, Case Center. The utilization of the mentioned special revenue fund fits the parameters of this request.

**Recommendation:** We recommend the BOS approve the request to expend \$106,765.50, from the Document and Digital Evidence and Retrieval Conversion Fund.

**Fiscal Impact:** General Fund: None.  
Special Revenue Fund: \$106,765.50.  
Funding string for the OnBase licenses and AOC invoice: 20391FD/10128CC/50063SC

**Support of Prosperity Initiative:** N/A

**Provide information that explains how this activity supports the selected Prosperity Initiative** N/A

**Board of Supervisor District:**

- 1
- 2
- 3
- 4
- 5

**Department:** Clerk of Superior Court

**Name:** Ray Rivas

**Telephone:** 520-724-3271

**Department Director Signature:**  Date: SEPTEMBER 19, 2025

**Deputy County Administrator Signature:**  Date: \_\_\_\_\_

**County Administrator Signature:** \_\_\_\_\_ Date: 9/23/25



*"Bridging Tradition with the Future"*  
**OFFICE OF THE CLERK OF THE SUPERIOR COURT**  
**PIMA COUNTY**  
2225 East Ajo Way  
Tucson, Arizona 85713-6201

James W. Giacomino  
Clerk of the Superior Court

Tel: 520-724-2064  
Fax: 520-724-9412

**COORDINATION MEMORANDUM**

**From: Hon. James W. Giacomino, Clerk of Superior Court**

**Date: 09/17/2025**

**To: Hon. Danelle B. Liwski, Presiding Judge, Pima County Superior Court**

**Re: COORDINATION TO EXPEND DOCUMENT STORAGE AND RETRIEVAL FUNDS**

As you are aware, the Superior Court and Clerk of Superior Court have worked together, with Databank, to implement a new document management system known as PimaDocs. This OnBase product requires the purchase of multiple licenses for our employees that will allow full use of the new system. Our office received an invoice which included the Clerk's Office portion of \$173,299.11. Upon receipt, a JCEF application was submitted to the Administrative Office of the Courts, and approved, for \$66,583.61. After that amount was applied to the outstanding invoice we are left with a balance of \$106,715.50, all evidenced in the attached invoice.

This need for our office fits the parameters of fund use from the Document Storage and Retrieval Special Revenue Fund, pursuant to ARS § 12-284.01. These licenses will be deployed to all Clerk's Office staff and will defray the cost of maintaining the clerk's document storage and retrieval system.

Additionally, the Clerk's Office has received an invoice from the Arizona Supreme Court in the amount of \$50.00, for the cost of maintaining cases in Case Center—our digital evidence system maintained by the Supreme Court.

This need for our office fits the parameters of fund use from the Document Storage and Retrieval Special Revenue Fund, pursuant to ARS § 12-284.01. Case Center is used by our office, and this expenditure would allow us to continue to manage and store digital evidence.

The total amount requested from this fund is \$106,765.50.

Your coordination is greatly appreciated. Please reach out to us if you require additional information or have any questions.

Approved/Denied

Danelle B.  
Liwski

Digitally signed by Danelle B.  
Liwski  
Date: 2025.09.18 08:31:31  
-07'00'

Hon. Danelle Liwski, Presiding Judge

James W.  
Giacomino

Digitally signed by James W.  
Giacomino  
Date: 2025.09.18 08:55:46 -07'00'

Hon. James W. Giacomino, Clerk of Superior Court

# INVOICE

**Databank IMX LLC**  
 458 Pike Road

Huntingdon Valley, PA 19006  
 Phone: 800-873-9426

SOLD TO:

AZ SUPERIOR COURT IN PIMA COUNTY  
 110 WEST CONGRESS STREET  
 TUCSON, AZ 85701

SHIP TO:

AZ SUPERIOR COURT IN PIMA COUNTY  
 110 WEST CONGRESS STREET  
 TUCSON, AZ 85701

BRANCH DataBank IMX	CUSTOMER NO. 553103971	INVOICE TYPE ORDER MANAGEMENT	INVOICE NO. 6110054146	INVOICE DATE 05-AUG-25
PAYMENT TERM KDD8-NET 60	SALES PERSON Stever, Joe		ORDER NO. 6140024288	
PO DATE 30-JUL-25	PO NUMBER POSC250007		SHIP VIA	

Page : 1 of 1

Item	Item Description	Qty.	Price	Amount
8SL2000512	DATABANK FILE CONVERSION UTILITY LICENSE Notes:	1	5,250.000000	5,250.00
8SL2000514	DATABANK WRAPPER API LICENSE Notes:	1	7,350.000000	7,350.00
8SL2000629	Hyland OnBase Enterprise Subscription Notes: Notes: SO# 13460 66 MONTH SUB TERM 04/01/2024-09/30/2029 DB FILE CONVERSION UTILITY SUB DB WRAPPER AP ( SUB) HYLAND ONBASE SUB- ON PREM 2ND YR 10/01/2025-09/30/2026	1	306,257.620000	306,257.62
Sub Total				318,857.62

FREIGHT	HANDLING	ADJUSTMENT 0.00	TAX 27,740.61	INVOICE TOTAL USD 346,598.23
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Please Remit Payment to:  
 Databank IMX LLC  
 PO BOX 829878  
 PHILADELPHIA, PA 19182-9878

Electronic Remittances to:  
 Account Name: Databank IMX LLC  
 Bank Name: Sumitomo Mitsui Banking Corp., New York  
 Routing #: 0260-0967-4  
 Acct Number: 340491

Customer Number	553103971
Customer Name	AZ SUPERIOR COURT IN PIMA COUNTY
Branch	DataBank IMX
Invoice Number	6110054146
Invoice Date	05-AUG-25
Amount	346,598.23
Due Date	01OCT25
Amount Paid	



ARIZONA SUPERIOR COURT IN PIMA COUNTY  
JUVENILE COURT CENTER IN PIMA COUNTY



PROCUREMENT REQUISITION FORM

PLEASE COMPLETE AND SUBMIT SIGNED FORM TO THE  
FINANCE DEPT.

REQUESTED BY:	Laura Bergan	PHONE:	724-4252	DATE:	08/28/2025
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GOODS OR SERVICES REQUESTED:

QUANTITY	DESCRIPTION OF GOODS OR SERVICES (PLEASE LIST SKU# OR PRODUCT#)	COST PER ITEM	TOTAL EST. COST
1	DataBank file conversion utility license	5,250.00	\$ 5,250.00
1	DataBank wrapper API license	7,350.00	\$ 7,350.00
1	Hyland OnBase Enterprise Subscription	306,257.62	\$ 306,257.62
1	tax	27,740.61	\$ 27,740.61
			\$ 0.00
	Fund 20137 Cost Ctr 10859: \$173,299.12 (SC/JV)		\$ 0.00
	Fund TBD, Cost Ctr TBD: \$173,299.11 (COC)		\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00

GRAND TOTAL: \$ 346,598.23

SUPERVISOR/MANAGER APPROVAL:	
DIRECTOR APPROVAL (IF OVER \$1,000):	

BILLING INFO:

FUND: see above

COST CENTER: see above

SPEND CATEGORY: 50063

METHOD OF PAYMENT: P-CARD ☐ CHECK/INVOICE ☒

VENDOR:	DataBank	PHONE:	
ADDRESS OR WEBSITE:			

IF A NEW VENDOR, PLEASE HAVE THEM REGISTER WITH PIMA COUNTY VENDOR SELF SERVICE AT THE FOLLOWING WEBSITE:

<https://vendors.pima.gov/webapp/VSSPROD1/AltSelfService>

INSTRUCTIONS FOR COMPLETING VENDOR SELF SERVICE CAN BE FOUND HERE:

<https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=90700>

JUSTIFICATION, SPECIAL REQUESTS OR ADDITIONAL INFO THAT WILL AID IN PURCHASE, PLEASE DETAIL:
See DataBank invoice 6110054146
License cost split 50/50 with COC

COMPETITIVE PRICING SHOULD BE OBTAINED AND ATTACHED TO ENSURE PRUDENT USE OF PUBLIC FUNDS



CUSTOMER #	BILLING DATE	DUE DATE	INVOICE #	TOTAL DUE
1544	09/12/2025	10/13/2025	2026-00000007	\$50.00

Prepayment            \$0.00  
Pay this Amount → \$50.00

Pima County Superior Court  
Attn: James Giacomino  
  
TUCSON, AZ 85701

**Mail Payment to:**  
Arizona Supreme Court  
1501 W. Washington, Suite 105  
Phoenix, AZ 85007

DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

KEEP THIS PORTION FOR YOUR RECORDS

Pima County Superior Court  
Attn: James Giacomino  
  
TUCSON, AZ 85701

Digital Evidence Chargeback  
Production Case with Uploads  
Inquiries: (602) 452-3691  
Billing Inquiries: (602) 452-3342

Description	Qty	Unit Price	Total Price
Digital Evidence-Production Cases w/Uploads	10	\$5.0000	\$50.00

Total Invoice
\$50.00

CUSTOMER #	BILLING DATE	DUE DATE	INVOICE #	CHARGES
1544	09/12/2025	10/13/2025	2026-00000007	\$50.00
Balance →				\$50.00

**Mail Payment to:**

Arizona Supreme Court  
1501 W. Washington, Suite 105  
Phoenix, AZ 85007