



## Legislation Text

---

**File #:** 19-0932, **Version:** 1

---

Recorder-Clerk recommending the Board approve the continued use of perpetual agreement 359 (183-S1811) with BMI Imaging Systems, Inc. for the provision of document conversion, imaging, archival and data hosting services for Fiscal Year 2018-2019 and Fiscal Year 2019-2020.

**FUNDING:** Micrographics Special Revenue Fund.

### **DISCUSSION / BACKGROUND**

On August 29, 2017, the Board approved perpetual agreement 359 (183-S1811) with BMI Imaging Systems, Inc. for the provision of document conversion, imaging, archival and data hosting services (Legistar 17-0902). County Procurement policy C-17, section 4.5 requires Departments obtain authorization from the Board of Supervisors, initially, and on an annual basis, to utilize a perpetual contract, one that does not have a stated contract term.

In addition to digitizing hundreds of thousands of documents and Vital Records images, the Recorder-Clerk is required by law to archive all documents for posterity. This contract allows BMI Imaging Systems to use the latest data management techniques for data management and archiving of County records, with BMI's Digital Reel system. Historical records from 1979 and prior will be converted from microfiche to digital image, as well as OCR processing of specific records related to marriages, deaths and births. BMI Imaging Systems also provides ongoing hosted data storage of archived data records including data security, access to images, standard maintenance and system upgrades, and customer support.

The annual estimate for this work is 350,000 images per year and 70 rolls which would equate to \$19,000 plus the annual hosting fee of \$6,000, plus applicable sales tax. However these projections are based on estimated recording volumes. Actual expenditures will be based on actual record volumes, and will be controlled by the approved budget each year by the Recorder-Clerk.

When agreement 359 (183-S1811) was approved initially in August 2017, it was estimated that the first two years of expenditures would be approximately \$59,850 and \$25,000 thereafter. The Department received invoices for charges of \$10,743 in FY 2017-18 and \$39,190 in FY 2018-19, for a total of \$49,932. The annual estimate thereafter is \$27,000.

Approval of this item will allow for payment of the FY 2018-19 invoices and the FY 2019-20 invoices. The Recorder-Clerk will return the Board each year for approval of this perpetual service agreement.

Government code 27361.4 allows for the collection of an additional \$1 recording fee to be placed in a Micrographics special revenue fund. This fund is dedicated to the funding of equipment and services associated with the conversion of and digitizing of images.

### **ALTERNATIVES**

N/A

**PRIOR BOARD ACTION**

Legistar 17-0902, August 2017

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel

**CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

There is no net county cost associated with this item. Sufficient appropriations were budgeted in the FY 2018-19 Adopted Budget as well as in the FY 2019-20 Recommended Budget. The expenditure is funded by the Micrographics Special Revenue Fund.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

N/A

**CONTACT**

Janelle Horne, Recorder-Clerk, x5494

Catrina Christensen, Assistant County Recorder, x5493