



## Legislation Details (With Text)

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**On agenda:** 8/29/2017      **Final action:** 8/29/2017

**Title:** Recorder-Clerk recommending the Board approve and authorize the Chair to sign perpetual agreement 183-S1811 with BMI Imaging Systems, Inc. for the provision of document conversion, imaging, archival and data hosting services, with a first year estimated expenditure of \$34,850 plus applicable sales tax and annual estimated expenditures of \$25,000 thereafter, to be effective upon contract execution.

**FUNDING:** Micrographics Special Revenue Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Approved Blue Route 183-S1811 08-29-17, 2. B - 17-0902 BMI Blue Route IT 08-29-17, 3. C - BMI Imaging Systems 183-S1811 - FINAL 08-29-17, 4. Executed Agreement #183-S1811 8-29-17 BOS

Date	Ver.	Action By	Action	Result
8/29/2017	1	Board of Supervisors	Approved	Pass

Recorder-Clerk recommending the Board approve and authorize the Chair to sign perpetual agreement 183-S1811 with BMI Imaging Systems, Inc. for the provision of document conversion, imaging, archival and data hosting services, with a first year estimated expenditure of \$34,850 plus applicable sales tax and annual estimated expenditures of \$25,000 thereafter, to be effective upon contract execution.

**FUNDING:** Micrographics Special Revenue Fund.

### DEPARTMENT RECOMMENDATION

Recorder-Clerk recommending the Board approve and authorize the Chair to sign perpetual agreement #183-S1811 with BMI Imaging Systems, Inc. for the provision of document conversion, imaging, archival and data hosting services, with a first year estimated expenditure of \$34,850 plus applicable sales tax and annual estimated expenditures of \$25,000 thereafter, to be effective upon contract execution.

### DISCUSSION / BACKGROUND

Pursuant to County Procurement policy C-17, section 4.5, Departments must 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.

The Recorder-Clerk is in the process of converting historical records from microfiche to digital image. So far documents from 1980 to present have been converted, however there is a pending need to convert document records from 1850 through 1979 and all of the Vital Records to digitized images.

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. The equipment utilized for this purpose (a Kodak Archiver) is obsolete and non-functional. This contract will allow BMI Imaging Systems will use the latest data management techniques for data management and archiving of County records, with BMI's Digital Reel system. BMI Imaging Systems will also provide ongoing hosted data storage of archived data records including data security, access to images, standard maintenance and system upgrades, and customer support. BMI Imaging Systems currently provides Digital Reel technology to 37 other California counties and also provides data hosting services for many of these.

In order to reduce the risk of loss of data during the Department's move to the temporary office space on September 15, 2017, it is necessary for BMI Systems to initiate conversion of the remaining historical records and provide hosted data storage services as soon as possible.

BMI will provide the one-time conversion of historical records from 1979 and prior, the OCR processing and all related expenses for conversion of specific records related to confidential marriages, marriages, deaths and births, and the first year of hosting service for an estimated \$15,850 plus applicable sales tax. This estimate is based on projected record volumes. This contract includes ongoing archiving of records for an estimated \$19,000 per year plus applicable sales tax and annual hosting services for a fee of \$6,000 per year plus applicable sales tax.

Since these projected expenditures are based on estimated recording volumes, the actual expenditures will be based on actual record volumes, and will be controlled by the approved budget each year and specific requests by the Recorder-Clerk.

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.

The Recorder-Clerk will return the Board each year for approval of this perpetual service agreement.

## **ALTERNATIVES**

N/A

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel, Information Technologies

## **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

## **FINANCIAL IMPACT**

There is no net county cost associated with this item. The Department expenditure as well as the associated funding from the Micrographics special revenue fund are included in the Department's recommended budget for FY 2017-18.

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Return signed contract to Recorder-Clerk.

**STRATEGIC PLAN COMPONENT**

N/A

**CONTACT**

William Schultz, County Recorder-Clerk