

Contract Term Sheet for Ordinance Request

Vendor/Contractor Name: Imagebase, a limited liability company

Contract control number: CE96003-01

City's contract manager: Stephanie Y. O'Malley

Was this contractor selected by competitive process? No, this is an amendment

Term/Duration of contract/project: 8/1/09 – 12/31/14

Renewal terms: N/A

Purpose: The Office of the Clerk and Recorder is digitizing several records that are currently found on microfiche, film, and hard bound books which are in a severe state of disrepair. Many of the images on film or fiche are difficult to read and by digitizing the images, the process creates a clearer, cleaner copy for the customers. Phase 1 of the project is almost complete and we are looking to start phases 2 and 5b within a couple of months. Because the original agreement did not exceed \$500,000, City Council approval was not necessary. With this amendment, however, the Agreement now exceeds \$500,000 and requires approval under Section 3.2.6 of the City Charter.

Scope of services to be provided with performance bench marks: Phase 2: Capturing/scanning and partially indexing of recorded documents from 16 mm microfilm dated from 1986 – 1988. It is estimated there are .85 Million pages indexed; Phase 5b: Capturing/Scanning and indexing an estimated .255 Million pages from 290 reels of 35 mm film and 38 books dated from 1950 - 1970 of marriage license information. The index to these images is the Bride and Groom Index Books and these books will be captured so that the images can be used as the source of indexing. The indexing will be comprised of the license number, issue date, Bride name, and Groom name and the document type. The images and indexing will be loaded into the recording package. The cost under the amendment is not to exceed \$136,300.

Cost/value: Not to exceed \$136,300.

Source of funds: The Information Technology Investment Council approved the funds for these phases.

Benefit: Convert all pages from film, fiche, and books to a digitized format indexing the pages and integrating images into the existing database system to provide better service and enhanced documents for our customers.

Termination provision for City and for contractor: Ninety days written notice.

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Location: 201 West Colfax Avenue, Dept. 101.

Affected Council District: N/A