

## EXHIBIT A-2: SCOPE OF PROJECT

The focus for this project will consist of capturing and profiling/indexing of the following images through the following phases in this order:

- **Phase I:** Capturing/Scanning and partial indexing of recorded documents from 16mm microfilm - dated from 1989 – 2002. Estimated at 6.96 million images. (Complete)
- **Phase II:** Capturing/Scanning and partial indexing of recorded documents from 16mm and 35mm microfilm - dated from 1986 – 1988. Estimated at .85 million images. (Complete)
- **Phase III:** No Phase III
- **Phase IV-A:** Capturing/Scanning and indexing of recorded documents from 35mm film and books from January, 1984 through June, 1986 and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books dated from January, 1971 through June, 1986. The Colorado State Archives microfilm includes both marriage documents and real estate documents. The index to the marriage document images is the bride and groom index books, and these books must be captured so that the images can be used as the source for indexing. The indexing will comprise the reception number or license number, recorded date, book number and page number (if available), and bride and groom name. The index source to the recorded document images is the general index books. The indexing will comprise the grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books. The images and the indexing will be loaded into the recording package by the City. Estimated at 647,400 images.
- **Phase IV-B:** Capturing/Scanning and indexing of recorded documents from 35mm microfilm and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books dated from 1981-1983. Estimated at 705,000 images.
- **Phase IV-C:** Capturing/Scanning and indexing of recorded documents from 35mm microfilm and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books dated from 1978-1980. Estimated at 711,000 images.
- **Phase IV-D:** Capturing/Scanning and indexing of recorded documents from 35mm microfilm and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books dated from 1975-1977. Estimated at 597,000 images.

- **Phase IV-E:** Capturing/scanning and indexing of recorded documents from 35mm microfilm and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books dated from 1971-1974. Estimated at 619,500 images.
- **Phase IV-F:** Capturing/Scanning and indexing of recorded documents from 35mm film and books from 1970 through 1964 and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books dated from 1970 through 1950. Estimated at 809,100 images.
- **Phase IV-G:** Capturing/scanning and indexing of recorded documents from 35mm microfilm and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books and dated from 1963-1957. Estimated at 751,500 images.
- **Phase IV-H:** Capturing/scanning and indexing of recorded documents from 35mm microfilm and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books and dated from 1956-1950. Estimated at 751,500 images.
- **Phase V-A:** Capturing/Scanning and indexing of recorded documents from 35mm film and books from 1949 through 1940 and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books dated from 1949 through 1859. Estimated at 1,012,275 images. The State Archives microfilm includes both marriage documents and real estate documents. The index to the marriage document images is the bride and groom index books, and these books must be captured so that the images may be used as the source for indexing. The indexing will comprise the reception number or license number, recorded date, book number and page number (if available), and bride and groom name. The index source to the recorded document images is the general index books. The indexing will comprise the grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books. The images and indexing will be loaded into the recording package by the City.
- **Phase V-B:** Capturing/scanning and indexing of recorded documents from 35mm microfilm and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books and dated from 1939-1920. Estimated at 793,875 images.
- **Phase V-C:** Capturing/Scanning and indexing of recorded documents from 35mm microfilm and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books and dated from 1890-1919. Estimated at 793,875 images.

- **Phase V-D:** Capturing/Scanning and indexing of recorded documents from 35mm microfilm and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books and dated from 1859-1889. Estimated at 793,875 images.
  
- **Phase V-E:** : Capturing/Scanning and indexing of recorded documents from 16mm microfilm and books from 1859 through 1949 and generation of grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books dated from 1859 through 1949. The Colorado State Archives microfilm includes both marriage documents and real estate documents. The index to the marriage document images is the bride and groom index books, and these books must be captured so that the images can be used as the source for indexing. The indexing will comprise the reception number or license number, recorded date, book number and page number (if available), and bride and groom name. The index source to the recorded documents images is the general index books. The indexing will comprise the grantor/grantee names, reception number, reception date, book number, and page number (when available) from hard copy index books. The images and the indexing will be loaded into the recording package by the City. Estimated at 328,500 images.

Assumptions: Phases I and II have been completed. The whole project is expected to be completed over a period of about seven years. Specific start/end dates of each phase will be determined before the end of the previous phase.

#### Control of Physical Media

- a. Contractor will use documented control procedures to track source media through the conversion process and the return of source media and associated virtual files from Contractor to the City. Contractor will be required to log and track
  - receipt and check-in of source media
  - issue of source media to the production process
  - receipt of source media and hard drives from the production process
  - secure storage of source media
  - shipment of deliverables and return shipment of source media
  - secure storage of generated customer backup data
  
- b. Quality Assurance Reports will be delivered to the City by the Contractor with each hard disk indicating any breaks in sequence for the reception numbers and/or book and page numbers, unreadable pages, problems in identifying numbers and any identified missing pages.

#### Post Processing and Data Profiling

- a. TIFF version 6.0 CCITT Group IV format will be used for digitized images. A beginning and ending sequence number will be assigned to the images, which will be used to insure that each image is properly accounted for as a result of the capture process.

- b. During the profiling/indexing stage, any additional image enhancements such as final cropping, rotation, or other image enhancement QC processes will be completed. It is also at this stage that other data is verified such as index information including date recorded, book and page, and number of document pages. This information will later be verified and correlated against the index data to identify any errors in indexing.
- c. Contractor will capture the grantor name and grantee name in Phases IV and V of the project, which allows for the searching of documents within the recording system based on the grantor and grantee name. Index books will be digitally captured and then used as the source media from which index keying will be accomplished.
- d. Quality Assurance (QA) will be conducted as part of the data profiling stage and as a separate sampling function. Errors in imaging or indexing will be identified and failures will be removed for reprocessing. Any image failures and related indexes will be reprocessed. Index only failures will return to indexing for reprocessing.
- e. Should the City at any time during the course of this engagement identify errors that were introduced to the imaging and/or indexing by the Contractor, Contractor will reprocess those images at its own cost.
- f. When ready to deliver to the City, data will be prepared and packaged to pre-designated, portable hard disk drives. All images and indexing data will be provided in accordance with the published specifications of Tyler-Eagle for Denver's CRIS+Plus.
- g. If an original image cannot be captured due to the poor quality of the media or due to the poor quality of the original recording process, the City will be notified by the Contractor, and the City will be responsible for securing an alternative source document. If a suitable replacement image is not available, a "place holder" image will be inserted by the Contractor noting that the poor quality image is the best image available.
- h. Contractor asserts that an accuracy level of 99% of the total characters delivered will be achieved. A mutually acceptable process for rejection and correction of work delivered will be established between the Contractor and the City.
- i. Contractor has determined that there are a series of reels that will have to be captured in a manual mode due to the fact that the images on the film overlap each other rather than being separated from each other. The number of reels in this condition is estimated to be approximately 150 and will require additional processing time which will be billed at an hourly clerical rate of \$35 per hour, subject to the terms and restrictions of the Agreement, including pre-approval by the City. Any re-work of imaging required due to poor image quality or other problems not caused by Contractor will be charged to City (with prior approval) at a rate of \$35/hour, subject to the terms and restrictions of the Agreement, including pre-approval by the City. Any significant changes or modifications required during the course of the project will be communicated to and approved by the City.

- j. As deliverables are completed, they will be submitted to the client for written acceptance. A Letter of Transmittal will accompany all delivery of original materials and images as they are delivered.

City retains two-year period after delivery of images to request corrections by Contractor at Contractor expense.

### ImageBASE LLC Approach and Technology

ImageBASE LLC has developed a suite of proprietary technology applications that allow documents to be captured from original formats, either hardcopy or microform, and manage the process of creating quality digital images. ImageBASE LLC has previously announced the development of its latest *NxGen™ Digital Imaging Technology*. This innovative advancement in digital image capture technology represents the next generation of document capture. *NxGen™* allows ImageBase to digitally capture original source documents such as books, large format documents and other formats without unbinding or disassembling the source materials. They also capture microform sources with a much greater depth of quality and clarity. This means that they can capture county books with better quality and care than anyone else doing capture work.

The ImageBASE LLC *NxGen™* process utilizes state-of-the-art two dimensional digital image capture, rather than traditional scanning, to produce exceptional image quality far surpassing that of traditional scanning processes in the capture of original source materials such as paper, over size books, plats, microfilm, microfiche and aperture cards. For a more detailed explanation of the *NxGen™ Digital Imaging Technology*, see below.

ImageBASE LLC has further developed a host of proprietary post-processing techniques and software. The *Adaptive Thresholding Technology™* and their *Data Profiling* systems enable us to process large volumes of image data and automate or semi-automate most image processing and indexing tasks. In addition to imaging experience, ImageBASE LLC possesses considerable experience in content and document management. Its state-of-the-art content management solution software, *ImageBASE™ 5.3*, is used by many organizations to manage complex collections of documents and other digital assets.

In summary ImageBASE LLC can provide a full range of imaging, document conversion, indexing and document management experience and technology to enable Denver County to fully realize the value of its digital assets.

### ImageBASE LLC NxGen Digital Imaging Process

### ***ImageBASE I-1. NxGen™ Technology***

The *NxGen™* technology is a process combining state-of-the-art image sensing devices with ImageBASE LLC proprietary software and the latest in imaging processing and character recognition algorithms.

#### **Digital Imaging Hardware**

Digital document capture is only as good as the source material (film, fiche etc.) that is being captured. Likewise, the quality with which a final digital document can be produced is dependent on the quality of the digital image that is made available to the conversion process. ImageBASE LLC has expended considerable effort and resources in the development of the ***NxGen™ Digital Imaging Technology*** in order to assure that all the information stored photographically is imaged into digital form for subsequent image/document processing.

The *NxGen™* imaging devices, developed and manufactured by ImageBASE LLC, utilize two-dimensional image sensors capable of capturing a complete document in a single shot. This approach provides numerous advantages over conventional document scanners that are typically based on one-dimensional image sensors (twenty year old technology):

#### ➤ **Dramatically improved signal to noise ratios**

Intermediate document modalities (film, fiche etc.) typically cover a wide gamut of quality, and condition. Quality factors are exposure level, exposure uniformity and contrast. Condition factors are scratching, smudging and flaking emulsion. Capturing all the information stored on a photographic medium requires a sensor system with a wide dynamic range and a low noise level (to reliably extract image from the dark or heavily exposed regions).

Many commercial scanners suffer from noise (or pick up) in the low light level environment. This condition may be due either to the engineering implementation of the imaging subsystem of the scanner or from the inherent nature of the sensors involved.

*NxGen™* technology leverages the extensive amount of Research and Development effort that has been applied to the current generation of CCD and CMOS image sensors to achieve dramatically improved noise levels in the low light level environment. A key aspect of this improvement is the "on-board" electronics that have been designed into the image sensor chips. This technology typically involves preamplifier circuitry and analog to digital conversion on-chip so that all of the sensitive signal processing is done before information reaches the noisy environment of the printed circuit card.

➤ **High speed data transfer**

The image sensors used in *NxGen™* technology employ the "Fire Wire" (IEEE 1394) interface. This approach provides higher speed data transfer, simpler interface hardware, longer cable runs, and simpler software than the much older SCSI interface that has traditionally been the interface of choice for scanners.

➤ **True grayscale and color capability**

The linearity, dynamic range and color capability of the 2-dimensional image sensors used in *NxGen™* Technology provides true 8-bit (from a 10-bit A/D conversion on the sensor) grayscale and 24-bit color operation. This is contrasted to conventional commercial scanners which frequently provide no gray scale access or are often labeled as gray scale scanners but in reality provide a histogram-skewed gray with as few as 8 levels of gray.

The access to a true grayscale is extremely important when attempting to convert sub-optimal quality images to the CCITT Group IV file format. Color capability is of minimal utility for filmed documents but can provide significantly enhanced image information capture in applications such as first generation digitizing of ledger books, plats, etc.

➤ **Developed and maintained in-house**

The *NxGen™* Technology has been developed and implemented exclusively at ImageBASE LLC. As such, the technology has been targeted specifically for the conversion of documents typical of the County Clerk, Assessor and Treasurer environments. In addition, the maintenance aspects of the Technology are also handled in-house. This eliminates the delay involved in field service calls and spares acquisition.

➤ **No "Black Boxes"**

Since the hardware and capture software have been developed at ImageBASE LLC, there are no "Black Box" aspects of the implementation and/or operation to be dealt with. All functions and features and their operation are fully understood and maintained locally. This also means that enhancements can be made and implemented as needed, rather than waiting for a vendor to do additional work.

➤ **Rapid Customization**

Given the wide range of image quality, condition and content of typical filmed document material, it is frequently desirable (perhaps necessary) to modify or tune the operation of the capture device to optimize the digitization of a particular document or family of documents. Since the hardware and software design and implementation

are supported in-house, customization and new feature generation can be achieved rapidly.

➤ **Image Processing Software**

Extracting information from a digital image is a complex task. ImageBASE LLC follows the developments in image processing and document extraction in order to provide the customer with currently the best possible rendering of the information that has been on the photographic medium.

➤ **Image Enhancement**

Image information stored on a photographic medium is frequently buried in blur or poor focus is often contained in density regions that are not conducive to readability or ICR/OCR operations. Applications of intelligent, region dependent contrast enhancement and level shifting, and sharpening (unsharp mask, edge enhancement and specific modification kernels) cast the digital image into a more readable or processable form.

➤ ***Adaptive Thresholding Technology™***

The conversion of a gray scale image to a **bitonal CCITT Group IV** format involves the discarding of a large volume of information that had been stored on the photographic medium. The objective of a good conversion is to discard the information that is irrelevant to the document and to convert in a very readable fashion the relevant information. Typically, this process is performed by choosing a threshold in the gray scale and mapping all values above the threshold to white and all values below the threshold to black. The success of this process is predicated on the assumption that the original paper document was uniformly illuminated when it was filmed and that there are not extremes in the density of the information printed on the original document. These assumptions are frequently not met and, as a result, the consequent CCITT Group IV document does not exhibit the readability that is desired by the customer and users. A proprietary element of the *NxGen™* implementation is ***Adaptive Thresholding Technology™***. This technology makes use of the latest in Neural Networks and Fuzzy Logic to compensate poor image quality resulting from poor or non uniform illumination during the filming and for variations in the density and color of information in the original document. ***Adaptive Thresholding Technology™*** therefore produces document images of improved readability and leads to better success in subsequent ICR/OCR operations.

➤ **Targeted OCR and ICR**



Some document conversion activities associated with City records require the conversion of the digital image information to a machine-readable alpha format. A typical case is the information contained in the Real Estate transactions index where layouts are well defined and fonts, point sizes and character sets are limited. In this case general-purpose character recognition is saddled with unnecessary overhead and typically results in unacceptably high error rates. However, if a character recognition process is tuned to the layout, font, font point size and font character set, markedly higher recognition rates can be achieved. If, in addition, knowledge about the information content (dictionaries, name dictionaries, date fields, redundancies etc.) is known even more improvement in recognition rates can be realized.

*NxGen™* technology accesses a range of recognition technologies through source code, APIs and SDKs to target recognition algorithms to the specific types and ranges of customer source material. Following conversion, databases and fuzzy logic enhanced search and matching routines are employed to build the indexes needed for managing large volume of associated document images.

#### ImageBase Quality Assurance / Quality Control Processes - General

ImageBASE LLC Project and Quality Control are accomplished through a rigorous process. The process begins by tracking the physical receipt and virtual movement of source media through each step of the conversion process. It provides the mechanism for tracking of media and timely processing for management reporting purposes.

In summary, the process control system:

- Controls Receipt of Media
- Captures Movement of Media
- Captures Data Generation
- Generates Key Management Reports
- Generates Data For Random Quality Control
- Identifies Necessary Resolution Steps
- Tracks Source Media through Production to Return to Client
- Tracks Final Delivery of Output Data

#### **Imaging Quality Control**

In ImageBASE LLC processes, all capture of data is done in an attended basis. Quality control processes include adjusting the capture process and related capture software settings as required to achieve optimal image capture. *NxGen™* digital imaging process includes proprietary *Adaptive Threshold Technology™* that allows ImageBASE LLC to programmatically adjust the threshold, tonality and contrast of images such that they can achieve the highest possible readability and quality level. During the capture process a capture log is created to identify and log any concerns or quality assurance issues that might arise.

### **Data Profiling/Indexing**

After images are captured, ImageBASE LLC uses proprietary software and processes for post-processing all files. During this process virtually every imaged file is quality controlled by a trained Quality Control Operator. It is during the profiling stage that any additional image enhancements such as final cropping, rotation or other image enhancement quality control processes are completed.

It is also at this stage that other quality control data is verified such as index information including date recorded, book and page, and number of document pages. This information will later be verified and correlated against the index data to identify any errors in indexing.

### **Source Data Security**

ImageBASE LLC employs the following procedures to provide the maximum physical security for client source files:

- Check-in/Check-Out Log Procedures and Reporting.
- ImageBASE LLC maintains a secured production area.
- ImageBASE LLC maintains a current Disaster Recovery Plan.

### **Virtual File Security**

ImageBASE LLC employs the following hardware design and data backup processes to provide minimum risk associated with loss of digital data:

- Secure Redundant Deployment of storage server configuration.
- Secure Password Protection of all Networked Data.
- Routine backup procedures for pre and post processed data.
- Backed up digital data maintained as specified by the contract.

### **Confidential Information Security**

ImageBASE LLC employs the following procedures to provide maximum security for confidential customer information:

- Diligent employee screening.
- Use of signed non-disclosure agreements.
- Hard copy output generated for any reason can be placed in a sensitive waste container and/or shredded at regular intervals.
- Database information in process is password protected at server levels.

### **ImageBASE LLC Quality Assurance / Quality Control Processes - Details**

The ImageBASE LLC quality control (QC) process begins with the receipt of material that is to be captured in digital form. Each reel of film or batch of microfiche or folder of paper or hardcopy book is logged in to a control spreadsheet or database. The date of receipt and the condition of the materials are determined in preparation for the flow of material through the capture system.

ImageBASE LLC has a simple philosophy: “*Do it right the first time.*” They attempt to process all material so that there is literally no rework. This means that all material have to be very closely monitored or attended by the personnel responsible for the capture of the data from each piece of media.

In addition to recording the date of receipt, ImageBASE LLC begins by recording any information contained on the media such as the beginning and ending Book Numbers and/or Reception Numbers. This information will be used to assist with the control and measurement of the media as it flows through the capture process. The condition of the media is also analyzed as it is received to determine the best process for capture of the information.

All specifications for the processing are agreed upon prior to beginning the capture process; however, it is at the point of receipt that an operator reviews every reel, book or folder. The expectation for processing the item is determined from this initial review and will be followed throughout the capture process. The condition of the original film will determine the process is to be followed. In reality, much of the film that has been generated is less than perfect and most film needs to be processed with a concern to generate the best possible image from a less than perfect film image.

All images are then processed through the ImageBASE LLC unique *Adaptive Thresholding Technology™* (ATT), and the results of this process are again recorded as part of the QC process. This process includes the development of threshold values based on the images captured from each reel, card or book rather than using an arbitrary value. Sections or areas of each image are adjusted using a proprietary neural network application, where unique values are developed from the actual images that are being processed. Each of the sections within the frame are adjusted rather than applying an adjustment value to the entire frame. This process by section is necessary because some portions of each frame may vary greatly from other portions of the same frame. The illumination of the frame may vary greatly from top to bottom. The size of the sections used is determined by reviewing the overall quality of the images that have been captured. The number of frames processed is again compared to the number of frames available for processing to insure that no frames are inadvertently left out of the process. Again, the numbers of frames or pages that have been captured are recorded and this metric becomes part of the flow control for the project.

The next process within the flow is to perform different operations on the images. The extent of these operations will depend of the media that is being captured. Examples of the processes involved include conversion from 24 bit images to 8 bit images, cropping, de-skewing, etc. and once again the number of frames processed is again compared to the number of frames available for processing to insure that no frames are inadvertently left out of the process.

The type of image being captured will be a “page” (from a recorded document), and each of these pages will be processed through the ImageBASE LLC

Document Profiling System. A trained operator using a system designed specifically to process Book and Page and/or Reception Number documents processes each directory of images captured from a reel of film or from a hard copy book. The operator has the ability to remove (but not discard) the unwanted images, such as date cards and targets that are then placed into a subdirectory, from where they can be retrieved if needed in the future.

The software gives the operator the ability to enter the initial recording date and the ability to change the date as the recording date changes on the book, card or reel of film. The book number is also entered along with the initial page number. The book number is considered a constant and will only be changed if multiple books are contained on a reel of film. The page number is automatically incremented (so the operator does not have to key each page number) however; the operator visually confirms each page number. If a page or a page number is missing from the images, the operator can create a “placeholder” image with the correct page number and then enter the correct page number for the subsequent image and continue through the book or reel. If reception numbers are available, the operator enters the first reception number for the first document and then the system increments the reception number as each new document is presented.

If a reception number is missing from the images, the operator can create a “placeholder” image with the correct reception number and then enter the correct reception number for the subsequent image and continue through the reel, the book or the fiche card. The operator also determines when the image is the first or last image in a document. This is a very ergonomic process that allows the operator to use a single keystroke to indicate the beginning of a document. At the conclusion of the book or the reel, the index that has been generated along with the corresponding images are processed through a program which indicates where page numbers and/or reception numbers are not consecutive. The operator can then verify that the pages or documents are indeed not part of the files that have been captured and record in the log the status of the images. This log file is saved as an integral part of the directory for each book or reel of film.

The files containing the documents may then be processed through a system that automatically creates multipage TIFF files using the “page” information that was generated as part of the Profiling process. The system accounts for each page that is combined as part of the multipage file and reporting is provided on the number of documents that result from the total number of pages that were processed.

The final process matches the index information that has been captured from the film to the images that were also captured from film. There will be three general categories, which result from this matching process. The first will be when an index entry matches a document entry. This is considered to be the most successful and intended result and the matching will be based on the Book and Page number from the index and the document OR the reception number for the index and the document.

The second will be the index entries that do not match any documents captured from the film. The third will be the document images that do not match to a corresponding index entry. The latter two categories will be isolated and reported to the City for resolution. All three categories, with their respective file names as defined in the contract, will be written to disk for delivery to the City. The QC database will be updated to account for each of the images as they are recorded on the disks.

Additional validation tools will be developed to ensure accuracy of the index information. Intelligent parsers will match name entries, validated book and page entries, compare and validate spelling in grantor grantee names, etc.

ImageBASE LLC will process all of the information to a temporary archive that will contain ALL digital information that has been provided to the City. This archive will be the last update for the QC database, and it will be used to verify all data that is provided to the City. This archive may be destroyed after the City has accepted all of the information or it can be used as an additional backup for the county (at an additional cost.)

### Engagement Methodology & Project Management

#### **Client Engagement Process**

ImageBASE LLC will deploy a comprehensive Client Engagement process that is key to our technical approach. Our Client Engagement process is an iterative process that involves extensive client interaction. The purpose of the Project Engagement Plan is to clearly identify the scope of the project, establish all expectations, identify the required project plan, establish change control procedures, and initiate project controls to ensure successful and timely project completion. Our prior experience with the capture of images for many different counties will be used to insure a smooth process of data.

The Project Engagement Plan will include the following process steps.

1. Initial Project Engagement Planning
2. Technical Analysis & Project Assessment
3. Design Project Plan & Risk Assessment
4. Testing Phase & Task Order Analysis
5. Reassessment and Final Approval of Project Plan
6. Implementation of Plan
7. Progress Reporting
8. Quality Assurance
9. Budget Management
10. Delivery, Testing and Acceptance
11. Project Completion & Sign-off
12. Ongoing Maintenance & Support

#### **Project Management Methodology**

ImageBASE LLC uses a rigorous Project Management (PM) methodology to

manage the project initiatives under its direction. ImageBASE LLC tracks progress against the project plan through periodic status reports produced internally. Project management activities are performed as the first activity of every phase of every ImageBASE LLC project.

The ImageBASE LLC project team consists of the following resources:

- ImageBASE LLC Project Manager. The Project Manager is responsible for managing all day-to-day project activities, assigning resources, reporting progress and status, and tracking events.
- ImageBASE LLC Production/Operations Manager. The Conversion Team Manager is responsible for auditing project metrics, managing team resources and assuring quality of deliverables in order to assure that project expectations are met and on track.
- ImageBASE LLC Sr. Technologist and Technical Lead. The Technology Leads provide technical leadership to the project and functions as the focal point for technology-related issues during the course of the project.
- ImageBASE LLC Lead Conversion Tech. This resource will support the Project Manager, Production/Operations and Technical Leads with all conversion tasks.

ImageBASE LLC quality is the result of effective Project Management. The underlying philosophy of ImageBASE LLC's approach to project management is to create an environment in which work effort is carefully planned and where progress is tightly monitored so that our clients receive the highest quality deliverables that meet or exceed their expectations.

### **Project Status Reporting**

ImageBASE LLC monitors project progress using a number of management tools and reporting techniques.

### **Periodic Status Report.**

The Status report is intended to inform the client of project status, milestones achieved, report concerns or issues and identify problem resolutions.

### **Project Plan Update.**

Each week, the internal project plan is updated with actual time spent and the estimate to complete by task is updated based on input from the team members. Any significant changes or modifications required during the course of the project will be communicated and approved by the City.

### **Deliverable Acceptance.**

As deliverables are completed, they are submitted to the client for written acceptance. The Project Manager provides the acceptance of all interim deliverables that together make up a large enough activity for the client to approve. A ***Letter of Transmittal*** will accompany all delivery of original materials and images as they are delivered.

## **Deliverables**

All bitonal images will be delivered in a Group IV TIFF format, and grayscale images will be delivered in a JPG or LZW format. Both sets will be delivered in a single page image format. (Multipage image formats can be provided at no additional cost.)

All indexing/profiling data that is keyed will be delivered in a file which will be compatible with the City's CRIS+Plus recording system.

All digital information will be delivered to the City on portable hard disk drives as deemed acceptable by the City with USB and Fire Wire connections. These discs may be saved and used as backup media by the City. Delivery mechanism will be the Western Digital My Book Essential 2TB HDD (or compatible approved by City). This disc is USB 2.0 and USB 3.0 compatible.

Contractor has developed and shall deliver to the City a program application capable of uploading images and indexing data into the City's recording system.