



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Planning and
Development
Department No.: 053
For Agenda Of: 8/19/2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Glenn Russell, Ph.D. (805)568-2085
Director(s)
Contact Info: Steve Mason (805)568-2070

SUBJECT: **Approve Agreement with Anacomp, Inc. for Microfiche Conversion and Software Implementation Services**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

1. Approve and authorize the Chair to execute an Agreement (Attachment B) with Anacomp, Inc. (not a local vendor), for a base contract amount not to exceed \$176,312.00 for the following services:
 - a. To convert historical permit records from approximately 1.6 million microfiche images to digital images;
 - b. To implement an archive system that will publish the converted digital images as well as future digital images to the County's customers through a searchable Internet-based archive; and
2. Authorize the Director of Planning and Development or designee to approve changes or additions in the services being performed under the Agreement in an amount not to exceed \$73,688.00, in the event that the microfiche image count exceeds the estimated 1.6 million images.
3. Approve Budget Revision 0003532. Increase Appropriations of \$250,000 in Planning and Development Department General Fund for Services and Supplies funded by release of Committed fund balance.

Auditor-Controller Concurrence

As to form: Yes

4. Find that the proposed Agreement is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(2) in that the Agreement involves a continuing administrative or maintenance activity, and CEQA Guideline section 15378(b)(5), in that the Agreement involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment (Attachment C).

Summary Text:

The purpose of this project is to convert the Department's historical planning permit records currently on microfiche to digital images so that these images may be easily accessed by the County users, Departmental staff, and the general public. Planning and Development currently has approximately 1.6 million images on microfiche which are viewed by customers regularly on four aging microfiche readers. The microfiche reader is an outdated technology that has become increasingly difficult to maintain. In addition, the images produced are often unclear or illegible. As such, the department has identified this as a high-priority project so that users will have a reliable web-based method to access higher quality images in the convenience of their home or office. Accessibility via the internet will greatly reduce the number of trips to our public counters, and the images produced online will be much clearer and more legible than what the microfiche reader is currently able to provide.

The project is expected to take approximately one year (twelve calendar months) from contract execution to complete. Once implemented, the new functionalities of the archive system will (1) provide the public with online access to digital images of historical permit information, and (2) allow the Department to add new images to the archive as images are generated.

The base contract amount for conversion services is \$110,968.00. This amount is based on the Department's estimate of the number of individual images that need to be converted. Estimates are based on best guesses because the number of images on each microfiche jacket varies significantly. As such, there is no feasible way to determine the exact number of images that need to be converted. The 1.6 million image count is based on the assumption that there are approximately 20 images per microfiche jacket and approximately 80,000 jackets total ($80,000 \times 20 = 1,600,000$ images). The contingency amount of \$73,688.00 allows room for the image count to exceed the 1.6 million records estimated by the Department.

Background:

The Planning and Development Department currently has approximately 1.6 million document pages on microfiche containing official planning permit records dating back to about 1930. These documents are considered official records that must be retained permanently, in accordance with the "Local Government Records Management Guidelines" established by the California Secretary of State (Government Code Section 12236). These records serve a legal and administrative purpose, but also contain significant historical value. By converting these images to a modern, secure digital format, the County will be preserving this valuable information for future generations in a readily accessible and more legible format.

The Department worked with the County Purchasing Division to issue a Request for Proposals (RFP) on February 5, 2014 (Bid # 836004). Fourteen proposals were received in response to the RFP. No local vendors participated in the RFP. Each proposal was evaluated based on a number of factors including, but not limited to: responsiveness to the RFP, vendor's experience in this field, vendor's financial

viability, vendor's project management approach, and vendor references. Based on the proposals received, Anacomp, Inc's proposal most met the needs of the Department and was therefore selected as the preferred vendor.

The internet archive software proposed by Anacomp, Inc. is a widely used enterprise document management system with many features that are well-suited for the Department's use. Such features include: flexible easy-to-use search capabilities, document import/export, user and group level security, integration tools and compatibility with current popular web browsers and mobile devices. The digital images housed in the internet archive will be easily sharable with internal County users, Departmental staff, and members of the public through easy-to-use options that allow for e-mailing, downloading, and printing of the archived documents. This increases efficiency for staff who can now access the images at their workstations as well as convenience for the public who can access the images 24 hours a day at their home or office, thus reducing the need for the Department's customers to physically visit our public counters.

Performance Measure:

As an efficient and responsive government, the internet archive system for retrieval of historical planning permits will be up and functional for internet use 99.99% of the time.

Fiscal and Facilities Impacts:

Budgeted: No

Fiscal Analysis:

Narrative:

Technology Fee revenue has been set aside in a Committed Fund Balance account to fully fund this microfiche conversion project. No General Fund Contribution will be used for this contract. The total contract amount is \$250,000.00; \$110,968.00 for Conversion Services, \$4,000.00 for software installation, \$61,344.00 for a three-year licensing term, and \$73,688.00 for contingencies.

Approval of the attached budget revision will provide funding authority for this contract.

Key Contract Risks:

A risk analysis was performed on the proposed contract and it was determined to be of low risk. This conclusion is based on several factors, including: the low complexity and non-controversial nature of the project; the open competitive bid selection process; Contractor's longevity, experience, and demonstrated financial stability.

Staffing Impacts: None

Special Instructions:

Please provide a signed copy of the Agreement to Linda Liu, Planning & Development.

Attachments:

- A. Budget Revision Request
- B. Agreement for Services between Santa Barbara County and Anacomp, Inc.
- C. CEQA Exemption

Authored by:

Nimfa Schmitz, Planning & Development

cc:

Glenn Russell, Director, P&D

Dianne Black, Assistant Director, P&D

Steve Mason, Administration and Operations Manager, P&D

Brian Pettit, County Counsel