



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 & Development
Department No.: 053
For Agenda Of: 5/5/2015
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

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

SUBJECT: Approval of Amendment No. 1 to Professional Services Contract with Anacomp Inc for Microfiche Conversion Services

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

Planning and Development recommends that the Board of Supervisors:

1. Approve and authorize the Chair to execute Amendment No. 1 (Attachment A) to the County's existing contract with Anacomp Inc for Microfiche Conversion Services (Contract No. BC 15-066), to amend the Schedule of Fees, and to extend performance of the contract until June 30, 2016; and
2. Find that the proposed Amendment No. 1 is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 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 County executed a Contract for Professional Services with Anacomp Inc to provide Microfiche Conversion Services and to provide an online archival system to host the images for the public.

When the contract was executed, staff estimated that the Contractor would scan approximately 1.6 million images. This was based on the County's estimate of approximately eighteen 16mm images and two 35mm images per fiche jacket (for a total of twenty images per jacket). Based on this count, the Contractor submitted a Schedule of Fees that would invoice the County for images scanned as follows:

Image Type	Estimated Quantity	Rate	Total Amount
16 mm image	1,440,000 <i>(18 images x 80,000 jackets)</i>	\$0.06 per image	\$86,400.00
35 mm image	160,000 <i>(2 images x 80,000 jackets)</i>	\$0.09 per image	\$14,400.00
TOTAL: 1,600,000 images			\$100,800.00

Due to the complexity and volume of the images scanned, staff and the Contractor agree that the Schedule of Fees should be amended so that the County will be invoiced based on the number of microfiche jackets processed because the number and type of images on each jacket can vary significantly. Allowing the Contractor to invoice based on the jacket count would streamline the billing process without affecting the overall contract amount for digitizing the fiche images. As proposed, the revised Schedule of Fees would invoice the County for number of fiche jackets scanned as follows:

Estimated Quantity	Rate	Total Amount
80,000 jackets	\$1.26 per jacket	\$100,800.00

This change does not impact overall contract value and the not-to-exceed contract amount remains in effect.

Additionally, the contract includes ongoing maintenance for an Online Archival System to store (host) the converted images. The hosting terms are being amended so that the County may store more images in the archival system. Additional storage is necessary to accommodate the larger than anticipated file sizes of the converted images. Current and proposed hosting terms are as follows:

Current Terms:

Image Count Threshold	Annual Rate (3-year term)
2,000,000	\$20,448.00
5,000,000	\$38,760.00
10,000,000	\$42,240.00
\$20,000,000	\$46,200.00

Proposed Terms:

Image Count Threshold	Annual Rate (3-year term)
3,250,000	\$20,448.00
6,500,000	\$38,760.00
13,000,000	\$42,240.00
25,000,000	\$46,200.00

This change does not impact the not-to-exceed contract amount.

Background:

The original contract (Attachment B) was approved by the Board of Supervisors on August 19, 2014. The end date for performance on that contract was to occur on or before June 30, 2015. Due to the complexity of the images being scanned and the amount of review necessary, the contract is being extended for one year (end date June 30, 2016).

Fiscal and Facilities Impacts:

Budgeted: Yes

Key Contract Risks:

A risk analysis was performed on the original contract and it was determined to be of low risk. This conclusion was based on several factors, none of which is impacted by the current proposed changes in this amendment.

Staffing Impacts:

None

Special Instructions:

Please provide a signed copy of this Amendment to Linda Liu, Planning & Development.

Attachments:

- A. Amendment No. 1 to Agreement for Services of Independent Contractor
- B. Contract No. BC 15-066
- C. CEQA Exemption

Authored by:

Linda Liu, Planning & Development

CC:

Glenn Russell, Director, P&D
Dianne Black, Assistant Director, P&D
Steve Mason, Administration and Operations Manager, P&D
Linda Liu, Project Manager, P&D
Brian Pettit, County Counsel