



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: 8/29/2017
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. 2 to Professional Services Contract with Anacomp Inc for Microfiche Conversion Services

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

Planning and Development recommends that the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute Amendment No. 2 to the County's existing contract with Anacomp Inc for Microfiche Conversion Services (Contract No. BC 15-066) to extend performance of the contract until October 31, 2017 with no additional cost to the County;
- b) Approve and authorize the Director of Planning and Development, or designee, to make immaterial changes in accordance with Section 33; and
- c) Find that the proposed Amendment No. 2 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.

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 these images for the public. Converting these images has taken longer than anticipated because of the complexity and quality of the microfiche. Therefore, extending the time for performance would allow the Contractor to dedicate the appropriate amount of time to each individual fiche and to ensure that converted images are the best

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

Background:

The original contract (Attachment B) was approved by the Board of Supervisors on August 19, 2014. Amendment No. 1 was approved by the Board of Supervisors on May 5, 2015. Change Order No. 1 was executed in May 2016 to extend the contract until June 30, 2017. The Contractor has been steadily performing pursuant to the terms of the agreement, however, due to the complexity of the images being scanned and the amount of review necessary for completion, the contract is being extended to October 31, 2017. An additional clause (paragraph 33, IMMATERIAL CHANGES) is proposed to be added so that the Director of Planning and Development (or his designee) may authorize further immaterial changes to the contract such as further extending the timeline for performance on this contract.

Performance Measure:

1. Contractor shall scan an average of 10 batches of microfiche per day and audit an average of 10 batches of microfiche per day.
2. Contractor shall upload an average of 8 batches of microfiche per day to the Online Digital Archive System.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Costs associated with this project are budgeted on page D-286 of the FY 2017-2018 budget under the Administration and Support Budget Program. Funding for this project comes from a surcharge on permits that fund records retention. No general funds are being expended 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 was based on several factors, including: the non-controversial nature of the project; Contractor's ability to perform good, system-generated performance reports; and Contractor's longevity and experience in this area of expertise.

Staffing Impacts:

None

Special Instructions:

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

Attachments:

- A. Amendment No. 2 to Agreement for Services of Independent Contractor
- B. Change Order No. 1 to Contract No. BC 15-066
- C. Amendment No. 1 to Contract No. BC 15-066
- D. Contract No. BC 15-066
- E. CEQA Exemption

Authored by:

Linda Liu, Planning & Development

CC:

Glenn Russell, Director, P&D

Dianne Black, Assistant Director, P&D

Steve Mason, Assistant Director, P&D

Linda Liu, Project Manager, P&D

Susan McKenzie, Deputy County Counsel