

CLARK COUNTY STAFF REPORT

DEPARTMENT: Auditor / Recording Department

DATE: March 6, 2018

REQUESTED ACTION: Request approval authorizing the Auditor to sign a contract with US Imaging and expenditure of O & M funds to digitize remaining Auditor historical records currently on microfilm and microfiche: RFP 734.

Consent Hearing County Manager

BACKGROUND

The Auditor is requesting the approval to spend up to \$379,000 of Operations and Maintenance (O&M) funds to complete the digitizing of Auditor records kept on microfilm and microfiche; approximately 2.2 million document images dated from 1850 through 1960.

It is necessary to digitize these images because the microfilm and microfiche images are deteriorating. The machines used to view and print these documents have become obsolete and are very expensive to repair, if the parts can even be found. Having the images available electronically will also decrease the labor costs needed to retrieve historic documents when requested by customers and make it easier for self-service customers to locate and print documents.

We have gone through the RFP process and have chosen the vendor that we believe will provide the best product for preserving these permanent historical records and are confident that the project can be completed for no more than \$379,000. No contract has been finalized. The O & M fund contains monies that are restricted to the preservation of historical documents. This expenditure is within the 2017/2018 budget capacity.

If we do not digitize the remaining historic documents they will continue to deteriorate; some are getting very difficult to print. We also run the risk of the machines breaking down and the possibility of being unable to repair them. Digitizing the remaining documents will provide more efficient customer service and benefit Clark County citizens.

COUNCIL POLICY IMPLICATIONS

There are no Council policy implications.

ADMINISTRATIVE POLICY IMPLICATIONS

There are no Administrative policy implications.

COMMUNITY OUTREACH

None

BUDGET IMPLICATIONS

Note: If this falls within existing budget capacity, do not include the budget impact attachment (last page)

YES	NO	
X		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

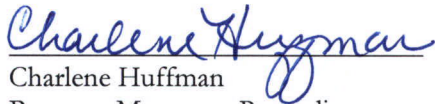
Do not leave any blanks (use N/A if applicable):

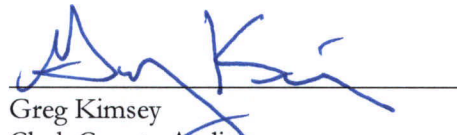
Local Fund Dollar Amount	\$379,000
Grant Fund Dollar Amount	N/A
Account	1002.000.140.514238.410.000000
Company Name	US Imaging

DISTRIBUTION:

Council staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

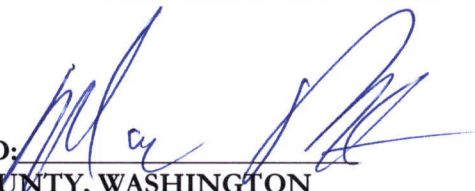
Attachments: Proposed Contract (Exhibit A-Proposal and Exhibit B-Updated Proposal)
Request for Proposal and Evaluation Matrix


Charlene Huffman
Program Manager - Recording


Greg Kimsey
Clark County Auditor

cc: Greg Kimsey
Mark Gassaway

Primary Staff Contact: [Charlene Huffman Ext.4791](#)


APPROVED:
CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: March 6, 2018

SR# 55-18



APPROVED: _____
Jim Rumpeltes, Interim County Manager

DATE: _____

Professional Services Contract

Contract Purchase No. 765474

THIS CONTRACT, entered this 6th day of March 2018, by and between CLARK COUNTY, after this called "County," a political subdivision of the State of Washington, and US Imaging, Inc., after this called "Contractor."

WITNESSETH

WHEREAS, the Contractor has been chosen through a competitive bid process by the County RFP #734, which provides for Washington State RCW 39.34 Interlocal Cooperation Act and has the expertise to provide professional services for Clark County and to perform those services more particularly set out in the proposal attached hereto and incorporated herein by this reference as Exhibit A.

WHEREAS, Clark County does not have available staff to provide such services for the benefit of the services of Clark County, NOW, THEREFORE,

THE COUNTY AND THE CONTRACTOR MUTUALLY AGREE AS FOLLOWS:

1. Services. The Contractor shall perform services as set forth in Exhibit A.
2. Time. The contract shall be effective beginning March 6, 2018 and ending December 31, 2018.
3. Compensation. County shall pay the Contractor for performing said services upon receipt of a written invoice according to the schedule set forth in Exhibit B, which is attached hereto and incorporated herein by this reference. The parties mutually agree that in no event shall the amount billing exceed the dollar amount in Exhibit B without prior approval of the County.

4. Termination. The County may terminate this contract immediately upon any breach by Contractor in the duties of Contractor as set forth in Contract. The waiver by the County of one or more breaches shall not be construed as a waiver of any subsequent breach or breaches. Further, County may terminate this Contract upon immediate notice to Contractor in the event that the funding for the project ceases or is reduced in amount. The Contractor will be reimbursed for services expended up to the date of termination.

5. Independent Contractor. The Contractor shall always be an independent Contractor and not an employee of the County, and shall not be entitled to compensation or benefits of any kind except as specifically provided herein.

6. Indemnification / Hold Harmless. The Consultant shall defend, indemnify and hold the County, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Contract, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the County, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

7. Wage and hour compliance. Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and any other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall always save County free, clear and harmless from all actions, claims, demands and expenses arising out of said act and the rules and regulations that are or may be promulgated in connection therewith.

8. Social Security and Other Taxes. The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income or other form of taxes, fees, licenses, excises, or payments required by any city, federal or state legislation that is now or may during the term of this Contract be enacted as to all persons employed by the Contractor in performance of the work pursuant to this Contract and shall assume exclusive liability therefore, and meet all requirements thereunder pursuant to any rules and regulations that are now and may be promulgated in connection therewith.

9. Contract Documents: Contract documents consist of this Contract, Exhibit A, a scope of work which consists of a proposal based on RFP #734 – Auditor Microfilm and Microfiche Conversion to Digital Project, and Exhibit B (updated proposal not to exceed the amount of \$378,130.10).

10. Equal Employment Opportunity: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, age, disability, marital status or national origin.

11. Changes: County may, from time to time, require changes in the scope of the services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and

between County and the Contractor, shall be in writing, signed by both parties and incorporated in the written amendments to the Contract. Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

12. Public records act: Notwithstanding the provisions of this Contract to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, RCW Chapter 42.56, as may hereafter be amended, Contractor agrees to maintain all records constituting public records and to produce or assist Clark County in producing such records, within the time frames and parameters set forth in state law. Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify Clark County by providing a copy of the request to the Clark County Public Records Officer/Department of Public Works.

13. Governing Law. This Contract shall be governed by the laws of the State of Washington. Venue for any litigation shall be in Superior Court for the State of Washington in Clark County, Washington.

14. Confidentiality. With respect to all information relating to County that is confidential and clearly so designated, the Contractor agrees to keep such information confidential.

15. Conflict of Interest. The Contractor covenants that it has had no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services hereunder. The Contractor further covenants that no person

having such interest shall be employed by it, or shall perform services as an independent contractor with it, in the performance of this Contract.

16. Consent and Understanding. This Contract contains a complete and integrated understanding of the contract between the parties and supersedes any understandings, Contract, or negotiations, whether oral or written, not set forth herein or in written amendments hereto duly executed by both parties.

17. Severability. If any provision of this Contract is held invalid, the remainder would then continue to conform to the terms and requirements of applicable law.

IN WITNESS THEREOF, County and the Contractor have executed this contract on the date first above written.

CLARK COUNTY

US Imaging

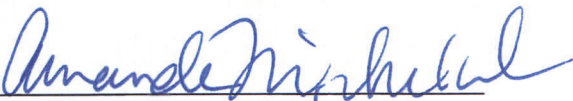
Greg Kimsey, Clark County Auditor

By

Printed Name

Approved As To Form Only:
ANTHONY F. GOLIK
Prosecuting Attorney

Title

By 
Deputy Civil Prosecutor

Vendor/Contractor:

Have you or any of your employees who will be directly compensated retired from a Washington State Retirement System using the 2008 Early Retirement Factor?

Yes

No

If yes, please provide the name and social security number for each retiree to Clark County Purchasing.

Dear User:

Last Amended: 5/10/2017

The "Contractor" portion above is required for ALL professional services contracts beginning March 16, 2009

***The intended use of this contract is for contracting after a Request for Proposal, however if you are using this document without having a formal RFP, you SHOULD include verbiage regarding Insurance Requirements and any other items that the Prosecuting Attorney may require. Edit this template to suit your specific need.

***Amend the signature page to reflect WHO will be signing.**

i.e. the vendor name and if someone other than the County Administrator will be approving the contract. (If you need help, contact Purchasing)

All contracts are required to be Approved As To Form... do not delete this requirement. *Have your PA approve before you send it to your vendor.* The final signature and "date" should be that of the county authorized signer, and the date they sign.

Required parts:

- Contract 'beginning' and 'ending' dates.
- Contract "not to exceed \$ amount"
- Competitive process (RFP #, Consultant Data Base, Quote)
- If there are additional attachments, reference these in the appropriate fashion.

(call me with ANY questions) Beth @ 2323 and delete all the RED verbiage

template updated May 10, 2017

**Request for Proposal # 734
Auditor Microfilm and Microfiche Conversion to Digital Project**

Exhibit A

Attachment A COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency US Imaging, Inc.
Street Address 400 S. Franklin Street City Saginaw State MI Zip 48607
Contact Person Eric Nejedly Title National Account Manager
Phone 303-319-9457 Fax 800-517-4293
Program Location (if different than above) _____ Email address enejedly@us-imaging.com
Tax Identification Number 04-3841775

ADDENDUM:
Proposer shall insert number of each Addendum received. If no addendum received, please mark "NONE".
No. 1 Dated: 11/14/2017 No. 2 Dated: 11/17/2017 No. _____ Dated: _____
NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

- Does the proposal comply with the requirements contained within the RFP?
A "No" response may disqualify the proposal from further consideration.
 Yes No
- Did outside individuals or agencies assist with preparation of this proposal?
 Yes No (if yes, describe)**

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Councilors.

Alicia Floyd Alicia Floyd, Proposal Coordinator November 28, 2017
Signature, Administrator of Applicant Agency* Date
(*Enter the appropriate signature title)

Vendor/Contractor:

Have you or any of your employees who will be directly compensated retired from a Washington State Retirement System using the 2008 Early Retirement Factor?

Yes No

If yes, please provide the name and social security number for each retiree to Clark County Purchasing.

Alicia Floyd

From: Balogh, Beth <Beth.Balogh@clark.wa.gov>
Sent: Monday, November 27, 2017 10:04 AM
To: Alicia Floyd
Subject: RE: DHS E-verify MOU - US Imaging, Inc.

Thank you Alicia for sending you E-verify early.

Beth Balogh
Clark County Purchasing
(360) 397-2323

From: Alicia Floyd [mailto:afloyd@us-imaging.com]
Sent: Monday, November 27, 2017 7:30 AM
To: Balogh, Beth
Subject: DHS E-verify MOU - US Imaging, Inc.

Good Morning Beth,

As required by Clark County RFP #734: Auditor Microfilm and Microfiche Conversion to Digital Project, please find attached a digital copy of US Imaging, Inc.'s DHS E-Verify MOU.

If you need additional information or documentation, please let me know.

Thank you,

Alicia Floyd
Project Manager
US Imaging, Inc.
512.505.8783 (office)
843.670.1136 (cell)

This e-mail and related attachments and any response may be subject to public disclosure under state law.

Request for Proposal # 734
Auditor Microfilm and Microfiche Conversion to Digital Project

(for DCS use) revised 8/20/2010

Attachment C: QUALIFICATIONS

Attach additional sheet(s) as needed.

A. The following have been approved and adopted by the agency's Board of Directors:

Written Personnel/EEO Policies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff Job Descriptions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Written Benefits Policies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Affirmative Action Plan	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

B. Is your agency a nonprofit organization?

Yes No (If yes, submit one copy of your Charter or Articles of Incorporation AND IRS documentation showing qualification as a nonprofit corporation under Section 501(c)(3) of the IRS Code.)

C. Is your agency currently involved in or does it have pending any legal actions? Has your agency filed for bankruptcy in the past five years?

Yes No (If yes, explain.) _____

D. Does your organization conduct an internal audit of funds under its control?

Yes No (If yes, how often is such an internal audit conducted?) Biennial

E. How frequently is your organization audited by an independent auditing firm? Annually

➤ Attach a copy of your organization's last financial audit, including your single audit (OMB Circular A-133) and management letter or SAS 114 letter for the most recent fiscal year.

F. Within the past five years, have independent audits identified deficiencies which resulted in findings, questioned costs, costs recommended for disallowance, an "adverse opinion" by the auditors, or the auditors "disclaiming" any opinions?

Yes No (If yes, explain and provide copy of all audit information pertaining to deficiencies, including audit, management letter or SAS 114 letter.) _____

G. Within the past five years, has the agency had disciplinary action by a state or federal agency, state licensing investigations or actions, or malpractice suits that are pending or went to final disposition and resulted in payment to plaintiff?

Yes No (If yes, please provide appropriate documentation and explanation.) _____

H. If your organization does not have an audit, please include your financial policies and procedures which identify positions and areas of responsibility.

I. Does your organization guarantee that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition?

Yes No (If no, explain.) _____

Request for Proposal # 734
Auditor Microfilm and Microfiche Conversion to Digital Project

J. Does your organization guarantee that the costs for services quoted in response to this RFP are not in excess of those which would be charged any other individual for the same services performed by your agency?

Yes No (If no, explain.) _____


K. Please attach one copy of the following documents (or equivalent thereof):

- Statement of financial position
- Statement of activities
- Cash flow statement
- Statement of changes in net assets
- Notes to financial statements, if available
- Organizational chart

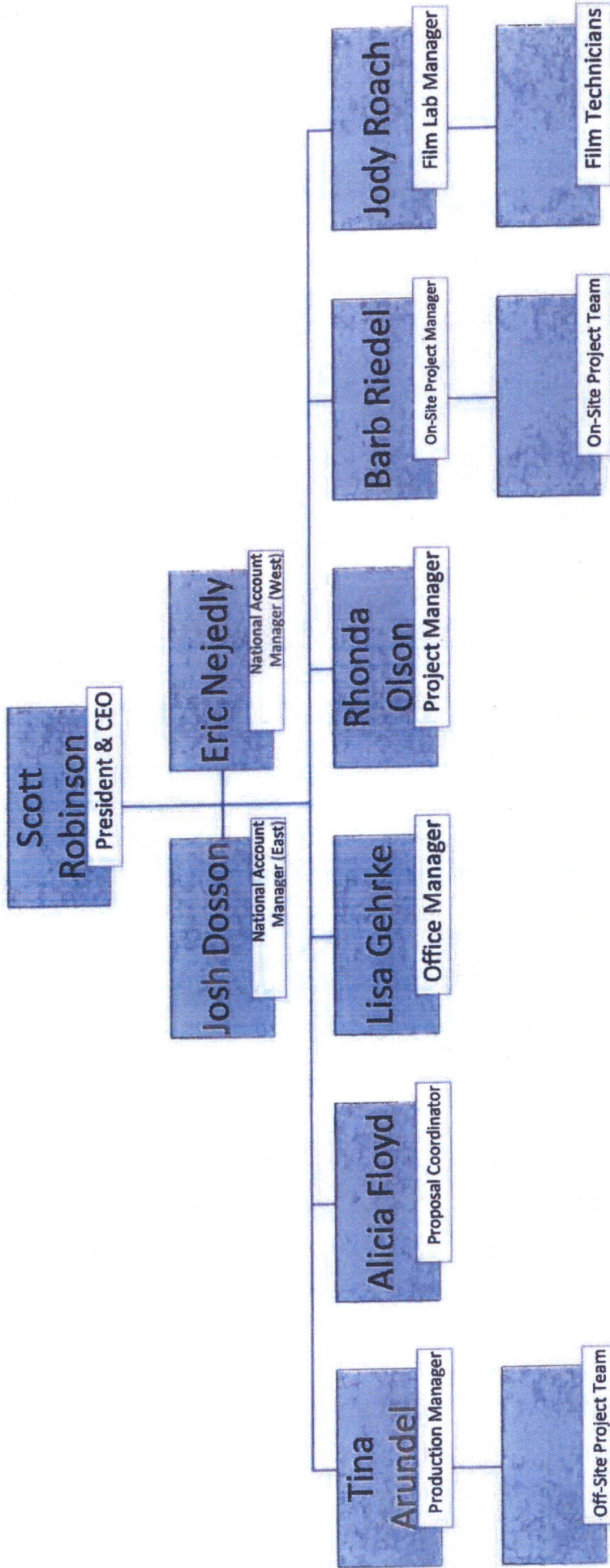
Financial Statements are sealed for confidentiality,
in the Original Packet

I certify that this agency has never been debarred or suspended or otherwise excluded from or are ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension" and we will not contract with a subcontractor that is debarred or suspended.

I, the undersigned have read and reviewed all of the above statements and attest, to the best of my knowledge, that they are correct and that I have the legal authority to commit this agency to a contractual agreement.

 Alicia Floyd, Proposal Coordinator
Signature, Chief Administrator of Applicant Agency

US Imaging, Inc.



Client#: 59647

USIMA

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/08/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Saginaw Bay Underwriters Commercial Lines 1258 S. Washington P.O. Box 1928 Saginaw, MI 48605
INSURED: US Imaging, Inc. 400 S. Franklin St Saginaw, MI 48607
CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, PRODUCER CUSTOMER ID #, INSURER(S) AFFORDING COVERAGE, NAIC #

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR NSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability, and Professional Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) reference RFP # 734 upon award of contract additional insurance limits can be obtained for the professional liability. 30 Day Notice of Cancellation (10 day notice for nonpayment of premium) applies. (11/17)

CERTIFICATE HOLDER: Clark County Auditor's Office 1300 Franklin Street, # 575 Vancouver, WA 98660
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

US★Imaging

December 1, 2017

Clark County, Office of Purchasing
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660

RE: Clark County – RFP #734
Auditor Microfilm and Microfiche Conversion to Digital Project

US Imaging, Inc. is please to present this response to scan and convert microfilm records for Clark County. Our team will provide Clark County with the highest possible quality and accuracy. We thoroughly understand the County's media, system and requirements.

Clark County microfilmed over 2 million Land Records, Marriage Records, Discharge Records and their associated Index Books from 1850-1960 onto 825 rolls of microfilm and 3,976 microfiche. US Imaging has developed proven techniques to convert the aforementioned microfilm into high quality digital images and index the digital images as digital documents.

US Imaging sole business is scanning and indexing Official Records for Counties and we treat every project as mission critical.

A summary of our benefits include:

1. **Most Experience** – Since 1976, we have scanned and indexed Land & Vital Records for 642 County Clerks & Recorders, more than all of our competitors combined.
2. **3 Stage Process** – Our unique 3 stage process provides the highest quality images and indexes at the lowest possible price, while providing the County with complete control over the image quality and project budget.
3. **Stage 1: Scanning** – Land & Vital Records are extremely valuable and irreplaceable; therefore we present two options for scanning to all of our customers, On-Site and Off-Site. We can scan all media on-site at either the Auditor's Office or the WA State Archives and perform all post processing off-site at our secured facility in Saginaw, MI. Alternatively, the media can be shipped, scanned and processed all at our secured facility in Saginaw, MI.
4. **Grayscale & Bi-Tonal Images** – We can scan all media at 300dpi grayscale and provide both grayscale JPEG and Black & White TIFF images. JPEG's provide an exact digital replica of the original media for digital preservation and future systems, while TIFF's small file size provides superior performance in the today's Records Management Systems.
5. **ImageXpress Software** – Provides network or web access to Stage 1 JPEG and TIFF images grouped as books or rolls during the Stage 2 and 3 conversion process, before TIFF images are enhanced and grouped as documents and imported into the County's Systems.

400 S. Franklin Street • Saginaw, MI 48607
Phone: (989) 753-7933 • Fax: (800) 517-4293

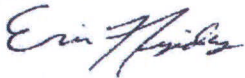
6. **Book Scanning** – While this project currently consists of microfilm, we have book scanners specifically designed for performing on-site scanning of Bound books and Photostat books if the microfilm does not produce a satisfactory image.
7. **Stage 2: Manually Group, Index & Verify** – Pages without an existing computer index will be manually grouped together as documents by experienced staff that understand which pages belong together to form a complete document. Double grouping and indexing the Auditor's File Number (AFN) will deliver 99.95% accuracy.
8. **Double Image Inspection** – TIFF images are compared to JPEG images on two portrait monitors at full 8.5" x 14" size to confirm that the TIFF contains 100% of the legible data on the JPEG. Single inspection provides 1 operator's opinion for 98.5% quality and identifies any pages with Redox. Optional double inspection provides 2 operators' opinions to obtain 99.95% quality. We are not aware of any other vendors that compare the TIFF to the JPEG to identify poor quality images and Redox as we do.
9. **Poor Quality Reporting** – We create an Excel report of illegible TIFF images that includes the Roll-Image number and the reason that it has been reported, such as: too light, too dark, blurry, "A" Page, microfilm retake, missing, etc.
10. **ImageReview Software** – Displays the poor quality image report and the poor quality TIFF and JPEG images. The County can utilize *ImageReview* to view and approve poor quality images for enhancement.
11. **Stage 3: Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, document, page or any specific area on a page to provide the most legible TIFF images possible. We are not aware of any other vendors on your bid list that can enhance specific areas of TIFF images as we do.
12. **Flexible Production** – Our 3 Stage process allows the project to be broken down into smaller phases to spread out the investment over multiple budget years to match any approved budget amount or time period.
13. **Full Indexing** – While this project only requires indexing of the AFN for each document, we can provide full indexing of all fields in the future if desired. Single key indexing provides 98.5% accuracy and double key indexing and verify provides 99.95% accuracy.
14. **Formatting** – We have exported images to over 40 different County systems including Tyler Technologies' Recording System.
15. **Guaranteed Quality** – If the County is ever dissatisfied with any image or index, we will correct it for free, forever.

If you have questions, or need additional information regarding this proposal, please contact:

Alicia Floyd
Proposal Coordinator
US Imaging, Inc.
512-505-8783
afloyd@us-imaging.com

We appreciate the opportunity to present our services and look forward to working with you. Please contact me should you want to discuss this or any future projects.

Sincerely,



Eric Nejedly
National Account Manager
US Imaging, Inc.
303-319-9457
enejedly@us-imaging.com

Project Management Team

Scott Robinson, CDIA+ - President & CEO

Scott's grandfather started Micro Tec in 1976 and where Scott worked in production from 1982-1988, in 1988 Scott became the Regional Sales Manager for Micro Tec. In 1996 Scott became a Certified Imaging Architect. From 1996-2006 Scott was consistently in the top 3 out of 50 sales people for ImageMax and became the VP of Government Solutions. In 2006 Scott formed US Imaging, Inc., to focus solely on serving Counties. Scott has a B.A. in Business Management from Northwood University and lives in Las Vegas, NV.

Scott would serve as a point of escalation in the event that Eric and Tina are unavailable.

Eric Nejedly – National Account Manager

Eric joined our team in 2010 and has managed nearly 300 County projects to date. Eric previously worked in Production management for ImageBase in Denver, CO and has a thorough understanding of the production process for County Records. He is now the National Account Manager and ensures that the County has a complete understanding of their needs and how our process can solve them. Eric is an advocate for the County and ensures that the County expectations are met at each and every stage of the process. Eric has an MBA from University of Colorado and lives in Denver, CO.

Eric will serve as the secondary point of contact for the County.

Tina Arundel – Production Manager

Tina joined our administrative team in 1998 and quickly worked her way to Production Manager in 2002. Tina has managed the conversion of over 8 billion images for 642 Counties. Tina is proficient with all of our hardware, software, processes and provides remote support to customers and software partners. Tina has helped develop our custom capture, indexing and enhancing program called *ImageXpert* and has worked out the details to create accurate export routines for over 50 imaging systems.

Once the media is received and inventoried in Saginaw, MI, Tina will manage the production of the scanning, image conversion and enhancement services selected by the County. Tina will provide regular project updates to the County, Scott and Eric.

Rhonda Olson – Project Manager

Rhonda has been part of our team since 1984. She has "hands on" experience with every aspect of our business and was Production Manager for 7 years prior to Tina. Rhonda now coordinates, media pickups/returns, internal project tracking and customer satisfaction follow-up.

Rhonda will coordinate with Eric and the County to set-up the project internally as well as arrange for the media to be shipped to Saginaw, MI and inventoried.

Management Approach

Eric will work directly with the County to determine the exact needs of the County and create the Statement of Work. Using the Statement of Work and our unique 3 Stage process, Tina will process the microfilm to create the best quality image within the County's budget and timeline.

Tina will provide regular updates to the County, Scott and Eric. Eric will also serve as secondary point of contact for the County, and Scott will be available should the need arise.

It is always our primary goal to deliver quality images within the most economical cost possible. We will work hand in hand with the County to achieve this goal. We do not foresee any conflicts, but if any arise, we will work to resolve them to the County's satisfaction as quickly as possible.

History

In 1976 Micro Tec began providing confidential microfilming services for Hospitals and Banks throughout the Mid-West and began scanning microfilm and paper in 1993. In 1996 we merged with 25 other service bureaus nationwide to form a publicly held company called ImageMax; with 500 employees we scanned records for every industry nationwide. The Michigan location performed all microfilm scanning for all 25 locations and provided scanning and indexing for over 100 Counties. During our 10 years as ImageMax we had the unique opportunity to tour all 25 locations and develop the best standard practices in the imaging industry. We also developed key relationships with every scanner manufacturer in the world.

In 2006, the Michigan team formed US Imaging, Inc., to perform on-site microfilm and book scanning exclusively for County Clerks and Recordors. We developed unique technology that allows our experienced staff to inspect and enhance specific areas on TIFF images to create the most legible images possible. During the past 11 years we have served over 600 Counties, bringing our total experience to 642 Counties, which is more than all of our competitors combined.

We are a beta test site for several scanner manufacturers. This provides us with the opportunity to utilize state of the art technology 6-12 months before our competitors. We constantly test and upgrade equipment to the best available on the market at any given time. We have developed unique capture, indexing and enhancing software called *ImageXpert*, retrieval software called *ImageXpress*, inspection and approval software called *ImageReview*. Due to our vast experience and partnerships, we are familiar with every Land Records system on the market, as such we can custom format images for import. County records are irreplaceable and extremely valuable. As such, it is our practice to scan all media on-site; however, if the County prefers, rollfilm can be scanned off-site at our secured facility in Saginaw, MI. All images are captured in color to obtain images with 100% of the details contained in the original. We have developed a 3 Stage process that produces the highest quality images and most accurate indexing in the industry.

Background and Experience

We have vast experience in Land, Court and Vital records. In addition to scanning, we provide indexing, enhancing, microfilm archiving and storage of microfilm, books and digital media.

Due to our image quality and indexing accuracy, we have become the preferred partner for imaging and indexing services for nearly every County Software Vendor in America including Tyler Technologies, Fidlar and Thomson Reuters.

In our experience we have found that many other vendors will respond to RFP's stating that they will perform all tasks asked within, but what we find is they do not perform each task and their price will be unrepresentative in regards to the County's requirements. That is why you will find each service priced separately in our cost proposal. We are happy to match any pricing for an individual service from any responding vendor, but you will find that we are able to offer more services (e.g., Specific Area Enhancement) to ensure the best quality image is created. Our mission is to do this project right, the first time. Remember that you have waited years to convert these images into your system, and US Imaging wants to make sure that the County will be using the same images for the many years to come.

Certifications

US Imaging has been a Certified Kodak lab and Fuji Certified Lab for 41 years as Micro Tec (1976-1996), ImageMax (1996-2006) and US Imaging (2006-Present).

Transportation and Off-Site Storage

We would request that the County completely fill 15"x12" boxes to 114 roll per box maximum capacity so boxes are less likely to crush in transportation and storage. US Imaging will provide airtight, waterproof Pelican Cases and locks for transport. All cases will ship to our facility using UPS Ground with tracking. We will provide pre-paid labels to the County for shipping.

We have indoor loading bays at our Saginaw facility and each roll will be inventoried upon arrival and barcode scanned into our Total Recall barcode tracking system and the Production Report tracks the location of every box down to a 4' x 4' area or shelf # throughout the entire process.

After 100% of the film has been inspected, we estimate that 35% or 289 rolls will have Redox and we will provide the County with a list so that duplicate rolls can be ordered from the State Archives. Replacement rolls will be shipped to Saginaw, MI for scanning and storage until the completion of the project. The rolls with Redox will be stored separately from the healthy rolls to prevent further spreading.

Our facility has been specifically designed for Backfile Scanning, Microfilm Storage and Document Storage. It is all steel construction upon a 4' concrete base, 20 feet above the 100 year flood plain. It has a Duralast roof with a dry sprinkler system. It has 2 indoor loading docks to keep documents out of the weather while unloading. Our industrial shelving system is made of steel uprights, steel beams and steel decking.

All microfilm is stored within 2 film vaults, 1 for polyester and 1 for acetate. The polyester vault maintains 65 degrees with 30-40% humidity. The acetate vault maintains 65 degrees with 15-20% humidity for optimum microfilm storage conditions. Temperature and humidity are monitored 24 hours a day seven days a week and sends a text message to 2 of our staff if there is ever a deviation. Our vaults utilize an independent Munters Dehumidification System and Generac Natural Gas Generator to maintain constant temperature and humidity in the event of a power outage.

Our storage are fireproof in accordance with the local building code, Fire Underwriter's Regulations and the National Fire Protection Association (NFPA) requirements. US Imaging utilizes an AVTech RoomAlert monitoring system that detects smoke, heat, humidity, flood, airflow and power that triggers alarms within our facility, local fire department and sends text messages to our management personnel. Our storage vaults are equipped with automatic 24-hour fire detection with an Ecaro25 fire suppression system. No water based fire suppression is utilized in the vault. Our Ecaro25 based clean agent fire suppression system meets all ANSI, ISO & NFPA requirements. Our storage vaults have a separate heating, ventilating and air conditioning system (HVAC) from those regulating non-microform storage areas.

All microfilm will be scanned in our production area where temperature does not exceed 75 degrees.

Our facility is locked and manned 24/7. We have a fenced employee parking lot and each employee as a remote control to open the gate. Each employee has a key fob to enter and leave the building and each entrance and exit are logged into a database. We have 12 security cameras inside and outside the facility that record 2 weeks of activity. Visitors are visually identified before they are "buzzed" in to a locked lobby area and "buzzed" in after showing picture ID and sign confidentially statements before being escorted anywhere in the facility. Server room and film vaults are also locked and only accessible by 2 authorized key fobs. Alarms are monitored externally for security, temperature, humidity, fire, smoke and activation of dual fire suppression systems.

Production PC's are password protected and do not have access to USB ports, DVD drives, printers or internet. Our servers have solid state hard drives with RAID 10 redundancy that are protected behind a firewall as well as multilevel password and security access.

We store over 100,000 boxes of confidential Records within our facility and maintain HIPAA compliance.

References

Spokane County Auditor

1116 West Broadway Avenue
Spokane, WA 99260
Melanie Muzatko, Manager of Licensing and Recording
(509) 477-2270
MMuzatko@spokanecounty.org

US Imaging scanned 3,739,020 images from microfilm rolls and 739,020 images from books. Records were converted, fully indexed and imported into Tyler Recording software.

Pierce County Auditor

2401 South 35th Street, Room 200
Tacoma, WA 98409
Cindy Hartman, Chief Deputy Auditor
(253) 798-3217
Chartm1@co.pierce.wa.us

US Imaging scanned nearly 750,000 Excise Tax images and 715,000 Marriage images from microfilm at the Washington State Archives.

Cowlitz County Auditor

207 4th Avenue, North
Kelso, WA 98626
Kristina Swanson, Auditor
(360) 577-3002
SwanksonK@co.cowlitz.wa.us

US Imaging scanned 16mm microfilm records from 1980-1985. Records were converted, fully indexed by Grantor/Grantee and imported into Tyler Recording software.

San Joaquin County Clerk-Recorder

44 North San Joaquin Street, Suite 260
Stockton, CA 95202
Teresa Williamson, Operations Manager
(209) 468-2630
TWilliamson@sjgov.org

US Imaging scanned 2,173,500 images from microfilm. Records were converted and imported into Tyler Recording software.

Washoe County Recorder

1001 East 9th Street
Reno, NV 89520
Larry Burtness, Chief Deputy Recorder
(775) 326-6032
lburtness@washoecounty.us

US Imaging scanned 10 million Land & Vital Records On-Site from 7,000 microfilm rolls, 60,000 jackets and 1,800 books within 2 months with 24/7 access.

Project Approach

Clark County Requirements:

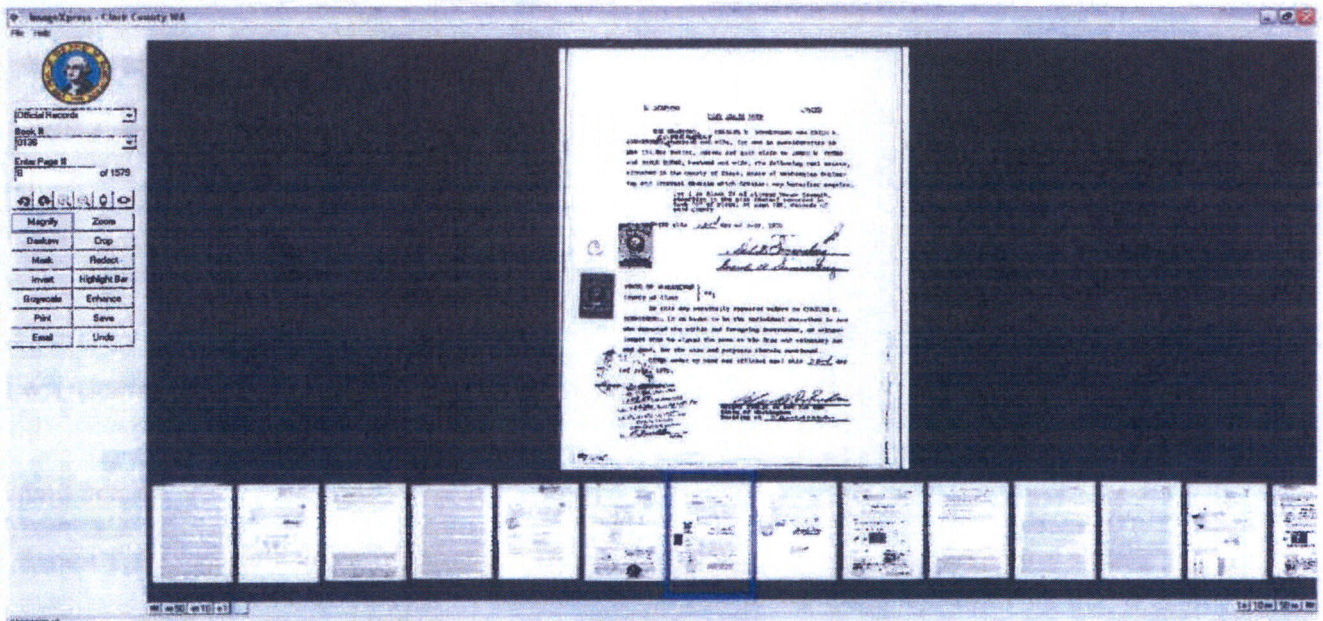
- **Packing** – County will retrieve all the original media, confirm that all the desired microfilm is present. County will pack microfilm into 15"x12" cardboard boxes, fill any empty space with bubble wrap and place cardboard boxes into Pelican cases provided by US Imaging.
- **Image Inspection** – Normally, 100% of the images are inspected during Stage 2 by US Imaging, however it is assumed that Clark County has a significant amount of Redox rolls. Therefore, US Imaging will provide a list of rolls after Stage 1 that contain Redox. New duplicates of those rolls will be ordered from the State Archives for rescanning. The rescanned rolls will be incorporated into the rest of Stage 1 and the normal process can continue into Stage 2.
- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the imaging system.
- **Import** – County will work with system vendor, *Tyler Technologies*, to import images into the imaging system.
- **Pilot** - County will inspect the first 1,000 images from each Phase and approve image quality and index accuracy.

US Imaging Requirements:

Stage 1 – Capture & Pilot

- **Inventory Report** – US Imaging will provide an On-Line Inventory Report and inventory the film and populate the Inventory Report for tracking throughout the entire project.
- **Microfilm Shipping** – All Pelican cases will be shipped via UPS Ground, with tracking.
- **Media Tracking** – Barcode labels will be printed from the On-Line Inventory Report and applied to each roll of film upon arrival to our facility. The barcode label on each roll is scanned each time that the film physically moves throughout our facility. Each roll is physically tracked 100% of the time to allow fast access and eliminate loss.
- **Rollfilm Inspection & Cleaning** – Each roll will be inspected for acetate or polyester base, splices and consistent density throughout each roll. An electronic densitometer will be utilized at each splice to obtain the exact grayscale of each splice of film. Exact grayscale readings will be utilized to determine the optimum scanner settings for each section of film. Each roll will be cleaned with an anti-static film cleaner to remove dust and dirt prior to scanning. Splices will be replaced if necessary.
- **Microfilm/Microfiche Scanning** – Microfilm rolls and fiche will be scanned in grayscale at 300dpi and saved as grayscale JPEG images that contain 256 shades of gray. The entire roll is scanned as single grayscale image and our sophisticated software extracts the individual pages into individual JPEG images. JPEG images will be sequentially numbered by a zero filled 8 digit number and stored in folders named by the Roll number.
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero filled 8 digit number and stored in folders named by the Roll number.
- **Automatic Image Enhancement** - Each TIFF image will be automatically deskewed and solid black borders will be removed for optimum file compression. Despeckle is not performed on scanned images.

- **USB Hard Drives** – All single page JPEG images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at US Imaging for Stage 2 processing and off-site backup.
- **Pilot Images** – 1,000 images from each Phase will be inspected, cropped, grouped, indexed, verified, enhanced and formatted for the target imaging system. If preferred, pilot images can be stored as multi-page TIFF's named by the AFN that can be easily viewed by any imaging viewer. We will e-mail a link, user name and password to download the Pilot Images from our FTP site.
- **ImageXpress Software** – We will provide the County with a retrieval software program called *ImageXpress* that will allow the County to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.



Stage 2 – Crop, Inspect, Double Group, Index and Verify

- **Excess Border Removal** – Manual cropping can be performed to provide a more accurate original page size, fewer bytes per image and better performance of your system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Inspect & Report Quality** – Each image will be visually inspected as a 12"W x 16"H image on 20" Portrait monitors at full size and checked for sequential order, missing pages, duplicate pages, "A" pages, retakes and image quality. Particular attention is to be given to the party names, legal description, Book-Page #, Document #, time-date stamps and signatures during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues that will be identified on the report are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, "A" page & retake.
- **Manually Group & Index** – During scanning images are captured as single images and stored in folders by each Roll number. If Computer Index data is not available, our staff will manually group individual pages together for each document and index each document by the AFN.

- **Double Group, Index & Verify** – Manual grouping and indexing is prone to human errors and we highly recommend double grouping and indexing to eliminate them. 100% of the images will be grouped and indexed a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer will be compared electronically and any mismatches will be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- **Missing Pages** – When a missing page is located, US Imaging will e-mail the County and request a copy be scanned and e-mailed or an original be shipped to US Imaging. Missing pages that are replaced will be identified as "Missing and Replaced", pages that cannot be located will be identified as "unavailable". Unavailable pages will have an "Unused Page #" flyer inserted in their place to keep the total number of scanned images in sync with the total number of recorded pages.
- **USB Hard Drives** – All cropped, inspected and indexed TIFF images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at US Imaging for image enhancement and off-site backup.
- **ImageReview Software** - We will provide a reviewing software program called *ImageReview* that will allow the County to easily sort the Poor Quality Report by Document-Page #, Book-Image # or Poor Quality Issue (light, dark, blurry, etc.). *ImageReview* can also filter the images by poor quality issue to isolate specific issues of concern and minimize the number of images that need to be reviewed. *ImageReview* will display the poor quality image so the County can see the problem with the image. Images can be deselected from the list if the image is of acceptable quality to the County. *ImageReview* highlights images on the list after they have been inspected so the users know if the image has already been inspected or not. Once inspection is complete, *ImageReview* exports an approved list of images to be enhanced that can be easily e-mailed to US Imaging and provide approval to proceed to Stage 3. This tool dramatically reduces the number of images that need to be inspected by the County and provides the County with complete control over the quality and budget.

The screenshot shows the US Imaging software interface. On the left, a table lists image files with their quality issues:

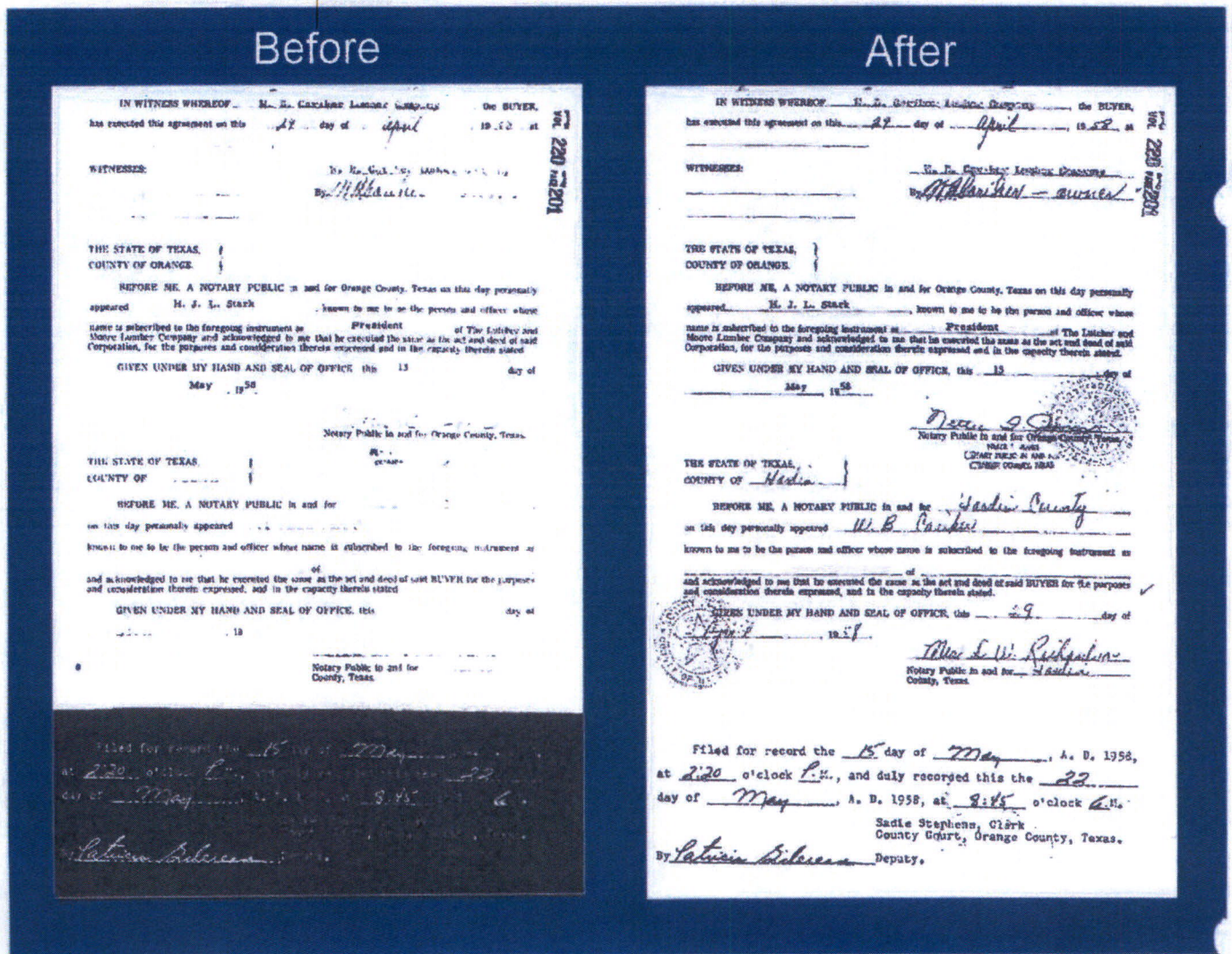
Open	Group	Export	E-Mail	Book/Image	Issue	ok
				1 1234/00000096.TIF	Dark	<input checked="" type="checkbox"/>
				2 1234/00000280.TIF	Dark	<input checked="" type="checkbox"/>
				3 1234/00000447.TIF	Dark	<input checked="" type="checkbox"/>
				5 1234/00001011.TIF	Cut Off	<input checked="" type="checkbox"/>
				6 1234/00001013.TIF	Dark	<input checked="" type="checkbox"/>

At the bottom of the software window, it says "Total 6 images".

The main window displays a scanned document page titled "RELEASE BY THE STATE" with the number "3057". The document is a release form from the Associates Financial Services Company of Kentucky, dated 8/21/83, regarding a real estate mortgage. It includes signatures of the Assistant Secretary and the County Clerk, and a notary seal for the State of Kentucky, County of Fayette. The document is dated "AUG 25 11 AM '87".

Stage 3 – Enhance & Format

- **Image Enhancement** - US Imaging has the ability to adjust the black and white contrast of poor quality TIFF Images from the 256 shades of gray contained within the JPEG images. We can adjust the poor contrast of an entire page or any specific area on a page to provide the most legible images possible. We will only enhance County approved images on the poor quality image report. If the County is not satisfied with the legibility of an image, at any time, US Imaging will enhance the TIFF image from the JPEG backup image without having to physically rescan the original media.
- **Formatting** – US Imaging will format the images and indexes for the Tyler Recording System.
- **USB Hard Drives** – All formatted images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at US Imaging for off-site backup. All hard drives, images and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Clark County images and/or indexes to any other entity except Clark County.
- **Return** – Upon completion of Stage 3 services, all microfilm and microfiche will be returned to the County via UPS Ground, with tracking.



Project Timeline

US Imaging is estimating approximately 11 months to complete the project, from sampling to enhancements.

Project Phase	Owner	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018
Shipment and Off-Site Scanning	US - Imaging											
Process and Deliver Stage One	US - Imaging											
Pilot Approval	Clark County											
Stage Two; Inspection, Group&Index	US - Imaging											
County Approval for Enhancement	Clark County											
Stage Three; Enhancement	US - Imaging											

Phase 1: Estimated Investment to Scan Land Records, Marriage Records and Discharge Records from 16mm Microfilm

16mm Microfilm

825 Rolls	@	2,500 Images per 16mm Roll	=	2,062,500 Images
2,062,500 Images	@	15% Poor Quality Images	=	309,375 Poor Images
2,062,500 Images	@	0% Multiple Documents per Page	=	0 Images
2,062,500 Images	@	400 Images per Gigabyte for JPEG Format	=	5,157 GB for JPEG's
2,062,500 Images	@	4,000 Images per Gigabyte for TIFF Format	=	516 GB for TIFF's

				Minimum Services	Recommended Services
Stage 1					
4 Cases	@	\$250.00 Per Case of Microfilm, Empty Case to WA & Full Case to MI	=	\$1,000.00	
825 Rolls	@	\$5.00 Per Roll to Inspect & Clean	=	\$4,125.00	
2,062,500 Images	@	\$0.01 Per Image to Scan 300dpi JPEG	=	\$20,625.00	
721,875 Images	@	\$0.01 Per Image to Rescan Redox Rolls	=		\$7,218.75
2,784,375 Images	@	\$0.01 Per JPEG to Convert to TIFF	=	\$27,843.75	
4 Drives	@	\$250.00 Per 4TB USB Hard Drives, Backup & Copy	=	\$1,000.00	
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment, UPS Ground	=	<u>\$25.00</u>	

Stage 2					
2,062,500 Images	@	\$0.03 Per TIFF to Remove Excess Borders	=		\$61,875.00
2,062,500 Images	@	\$0.03 Per TIFF to Inspect & Report Poor Quality	=		\$61,875.00
0 Images	@	\$0.03 Per TIFF to Duplicate Multiple Documents per Page	=	\$0.00	
2,062,500 Images	@	\$0.03 Per TIFF to Single Group & Index (AFN)	=	\$61,875.00	
2,062,500 Images	@	\$0.03 Per TIFF to Double Group, Index & Verify (AFN)	=		\$61,875.00
1 Drive	@	\$250.00 Per USB Hard Drive, Copy	=	\$250.00	
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment, UPS Ground	=	<u>\$25.00</u>	

Stage 3					
309,375 Poor Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality Images	=		\$123,750.00
4 Cases	@	\$250.00 Per Case of Microfilm, Full Case to WA & Empty Case to MI	=	\$1,000.00	
1 Drive	@	\$250.00 Per USB Hard Drive, Copy	=		\$250.00
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment, UPS Ground	=		<u>\$25.00</u>

Total Investment			=	<u>\$117,768.75</u>	<u>\$316,868.75</u>
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Phase 2: Estimated Investment to Scan Land Indexes, Marriage Indexes and Discharge Indexes from 16mm Microfiche

16mm Microfiche

3,976 Jackets	@	30 Images per 16mm Jacket	=	119,280 Images
119,280 Images	@	15% Poor Quality Images	=	17,892 Poor Images
119,280 Images	@	0% Multiple Documents per Page	=	0 Images
119,280 Images	@	400 Images per Gigabyte for JPEG Format	=	299 GB for JPEG's
119,280 Images	@	4,000 Images per Gigabyte for TIFF Format	=	30 GB for TIFF's

				Minimum Services	Recommended Services
Stage 1					
1 Case	@	\$250.00 Per Case of Microfilm (Incl. in Phase 1)	=	\$0.00	
119,280 Images	@	\$0.02 Per Image to Scan 300dpi JPEG	=	\$2,385.60	
119,280 Images	@	\$0.01 Per JPEG to Convert to TIFF	=	\$1,192.80	
2 Drives	@	\$250.00 Per 4TB USB Hard Drives (Incl. in Phase 1)	=	\$0.00	
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u>	
Stage 2					
119,280 Images	@	\$0.03 Per TIFF to Remove Excess Borders	=		\$3,578.40
119,280 Images	@	\$0.03 Per TIFF to Inspect & Report Poor Quality	=		\$3,578.40
0 Images	@	\$0.03 Per TIFF to Duplicate Multiple Documents per Page	=	\$0.00	
119,280 Images	@	\$0.015 Per TIFF to Single Group & Index*	=	\$1,789.20	
119,280 Images	@	\$0.015 Per TIFF to Double Group, Index & Verify*	=		\$1,789.20
1 Drive	@	\$250.00 Per USB Hard Drive (Incl. in Phase 1)	=	\$0.00	
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u>	
Stage 3					
17,892 Poor Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality Images	=		\$7,156.80
1 Shipment	@	\$250.00 Per Case of Microfilm (Incl. in Phase 1)	=	\$0.00	
1 Drive	@	\$250.00 Per USB Hard Drive (Incl. in Phase 1)	=		\$0.00
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment (Incl. in Phase 1)	=		<u>\$0.00</u>
Total Investment			=	<u>\$5,367.60</u>	<u>\$16,102.80</u>

Proposal to:

**Scan, Index & Enhance
Land Records, Marriage Records and Discharge Records
from 16mm Rollfilm and Microfiche
RFP #734**

Presented to:

**Greg Kimsey, Auditor
Clark County
1300 Franklin Street, Suite 575
Vancouver, WA 98660**

Presented by:

**US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607**

Eric Nejedly
National Account Manager
enejedly@us-imaging.com
(303) 319-9457

February 14, 2018

US★Imaging

February 14, 2018

Greg Kimsey, Auditor
Clark County
1300 Franklin Street, Suite 575
Vancouver, WA 98660

US Imaging, Inc. is pleased to present this proposal to scan Land Records, Marriage Records and Discharge Records from 16mm Rollfilm and Microfiche for Clark County, WA. Our team will provide Clark County with an unparalleled combination of county expertise, proven processes and state of the art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – We have been in the imaging business for 42 years and have successfully served over 647 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **3 Stage Process** – Our unique 3 stage process allows us to provide the highest quality at the lowest price while providing the County with complete control over the image quality and project budget.
- **Stage 1: On-Site Scanning** – County Records are irreplaceable and extremely valuable; therefore we scan all media on-site. If space is not available 24/7 inside the County facility, we have 2 custom built scanning trailers that allow us to scan safely and securely on County property.
- **State of the Art Scanners** – We are a beta test site for multiple scanner manufacturers and receive new technology several months before our competitors. We are constantly upgrading and currently operate the very latest scanners for Bound books, Photostat books, Rollfilm, Cards, Aperture Cards and Drawings.
- **ImageXpress** – A software utility that allows Counties to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.
- **Stage 2: Double Inspect, Group, Index & Verify** – 100% of the images are inspected for legibility, grouped together as documents and indexed by 2 separate operators and compared electronically, any mismatches are inspected by a third operator and corrected for 100% accuracy.
- **Poor Quality Reporting** – 100% of the images are inspected two times as 12" x 16" images on 20" portrait monitors for legibility. We will provide a detailed report of Book-Page # or Document-Page # and the reason that it has been reported as poor quality: too light, too dark, blurry, A Page, retake, missing, etc.
- **ImageReview** – A software utility that sorts and filters the images on the poor quality image report and displays the poor quality images. The County can easily uncheck images that are acceptable quality.
- **Stage 3: Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, jacket, aperture card, document, page or any specific area on a page to provide the most legible images possible.
- **Image & Index Formatting** – US Imaging has export formats for every County Imaging system on the market.
- **Guaranteed Quality** – If a County is ever unsatisfied with any image or index, we will correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (303) 319-9457 or e-mail enejedly@us-imaging.com.

Sincerely,



Eric Nejedly
National Account Manager
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607
Phone: (989) 753-7933 • Fax: (800) 517-4293

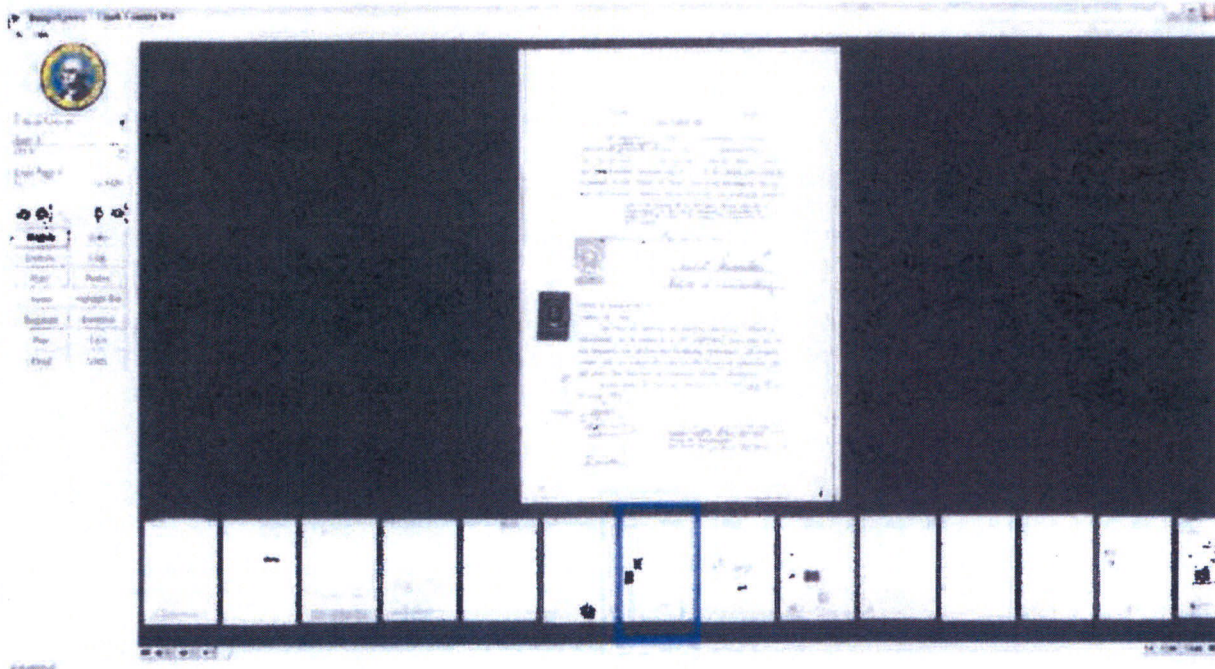
Clark County Requirements:

- **Packing** – County will retrieve all the original media, confirm that all the desired microfilm is present. County will pack microfilm into 15"x12" cardboard boxes, fill any empty space with bubble wrap and place cardboard boxes into Pelican cases provided by US Imaging.
- **Image Inspection** – Normally, 100% of the images are inspected during Stage 2 by US Imaging, however it is assumed that Clark County has a significant amount of Redox rolls. Therefore, US Imaging will provide a list of rolls after Stage 1 that contain Redox. New duplicates of those rolls will be ordered from the State Archives for rescanning. The rescanned rolls will be incorporated into the rest of Stage 1 and the normal process can continue into Stage 2.
- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the imaging system.
- **Import** – County will work with their system vendor, **Tyler Technologies**, to import images into the imaging system.
- **Pilot** - County will inspect the first 1,000 images from each Phase and approve image quality and index accuracy.

US Imaging Requirements:

Stage 1 – Capture

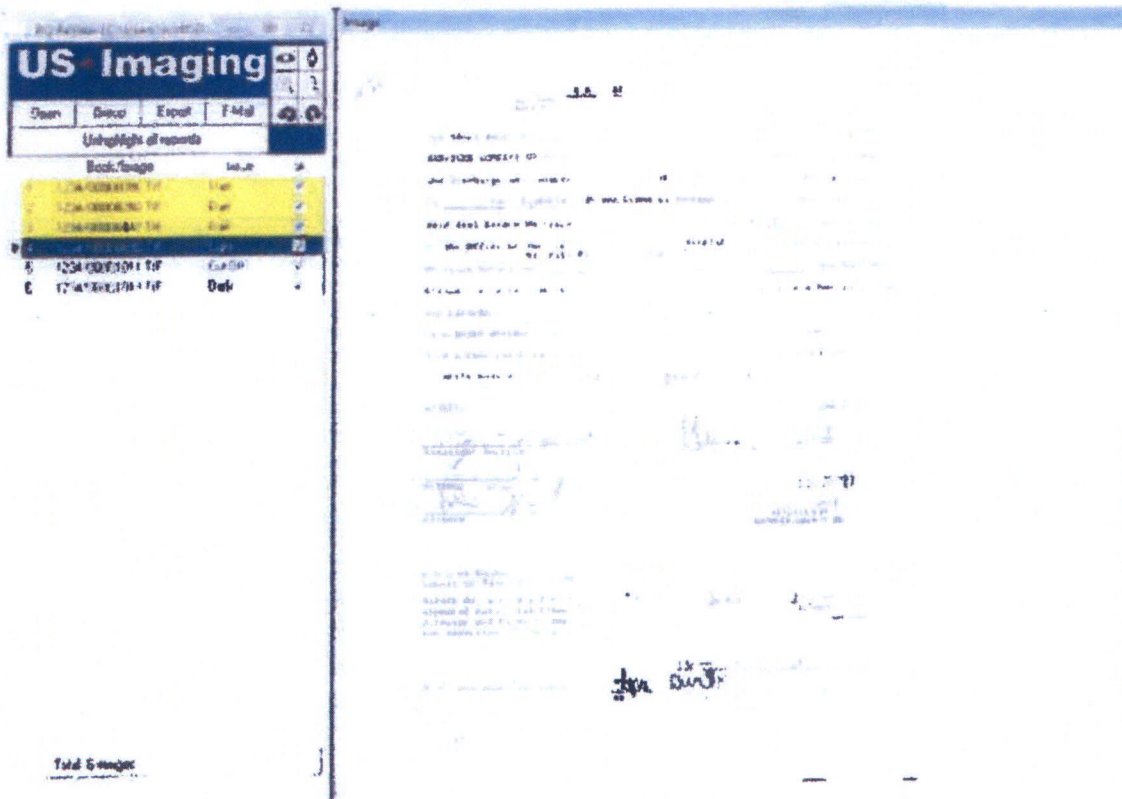
- **Inventory Report** – US Imaging will provide an On-Line Inventory Report and inventory the film and populate the Inventory Report for tracking throughout the entire project.
- **Microfilm Shipping** – All Pelican cases will be shipped via UPS Ground, with tracking.
- **Media Tracking** – Barcode labels will be printed from the On-Line Inventory Report and applied to each roll of film upon arrival to our facility. The barcode label on each roll is scanned each time that the film physically moves throughout our facility. Each roll is physically tracked 100% of the time to allow fast access and eliminate loss.
- **Rollfilm Inspection & Cleaning** – Each roll will be inspected for acetate or polyester base, splices and consistent density throughout each roll. An electronic densitometer will be utilized at each splice to obtain the exact grayscale of each splice of film. Exact grayscale readings will be utilized to determine the optimum scanner settings for each section of film. Each roll will be cleaned with an anti-static film cleaner to remove dust and dirt prior to scanning. Splices will be replaced if necessary.
- **Microfilm/Microfiche Scanning** – Microfilm rolls and fiche will be scanned in grayscale at 300dpi and saved as grayscale JPEG images that contain 256 shades of gray. The entire roll is scanned as single grayscale image and our sophisticated software extracts the individual pages into individual JPEG images. JPEG images will be sequentially numbered by a zero filled 8 digit number and stored in folders named by the Book/Roll #.
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero filled 8 digit number and stored in folders named by the Book/Roll #.
- **Automatic Image Enhancement** - Each TIFF image will be automatically deskewed and solid black borders will be removed for optimum file compression. Despeckle is not performed on scanned images.
- **USB Hard Drives** – All single page JPEG images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at US Imaging for conversion to TIFF and off-site backup.
- **Pilot Images** – 1,000 images from each Phase will be inspected, cropped, grouped, indexed, verified, enhanced and formatted for the target imaging system. If preferred, pilot images can be stored as multi-page TIFF's named by the Document # or Book-Page # that can be easily viewed by any imaging viewer. We will e-mail a link, user name and password to download the Pilot Images from our FTP site.
- **ImageXpress Software** – We will provide the County with a retrieval software program called **ImageXpress** that will allow the County to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, skew, redact, mask, print, save or e-mail images as needed.



Stage 2 – Crop, Inspect², Group², Index² and Verify

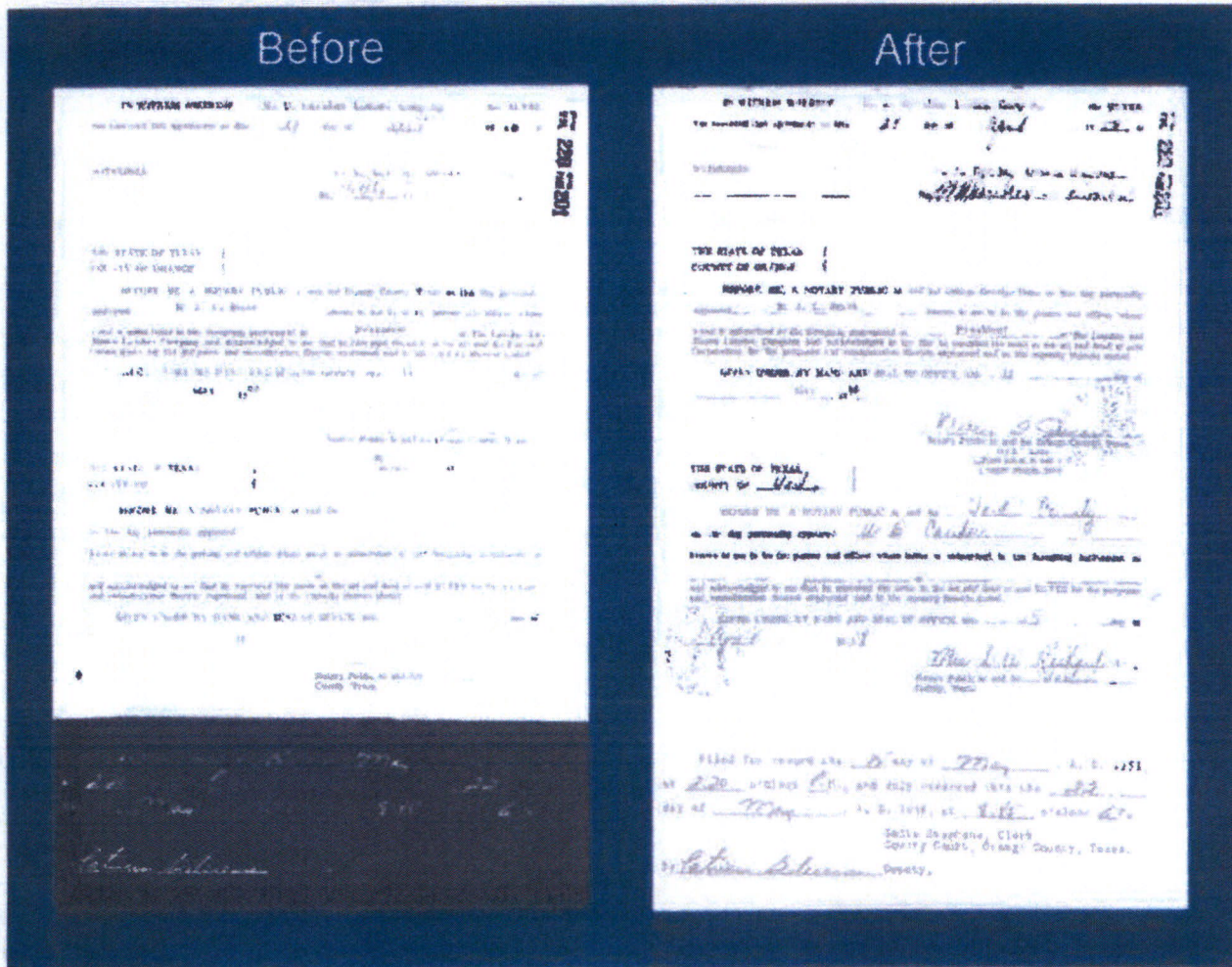
- **Excess Border Removal** – Manual cropping can be performed to provide a more accurate original page size, fewer bytes per image and better performance of your system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Inspect & Report Quality** – Each image will be visually inspected as a 12"W x 16"H image on 20" Portrait monitors at full size and checked for sequential order, missing pages, duplicate pages, "A" pages, retakes and image quality. Particular attention is to be given to the party names, legal description, Book-Page #, Document #, time-date stamps and signatures during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues that will be identified on the report are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, A page & retake.
- **Manually Group & Index** – During scanning images are captured as single images and stored in folders by each Book/Roll #. If Computer Index data is not available, our staff will manually group individual pages together for each document and index each document by the Document # or the Book-Page # of the first page of each new document.
- **Missing Pages** – When a missing page is located, US Imaging will e-mail the County and request a copy be scanned and e-mailed or an original be shipped to US Imaging. Missing pages that are replaced will be identified as "Missing and Replaced", pages that cannot be located will be identified as "unavailable". Unavailable pages will have an "Unused Page #" flyer inserted in their place to keep the total number of scanned images in sync with the total number of recorded pages.
- **USB Hard Drives** – All cropped, inspected and indexed TIFF images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at US Imaging for image enhancement and off-site backup.

- ImageReview Software** - We will provide a reviewing software program called *ImageReview* that will allow the County to easily sort the Poor Quality Report by Document-Page #, Book-Image # or Poor Quality Issue (light, dark, blurry, etc.). *ImageReview* can also filter the images by poor quality issue to isolate specific issues of concern and minimize the number of images that need to be reviewed. *ImageReview* will display the poor quality image so the County can see the problem with the image. Images can be deselected from the list if the image is of acceptable quality to the County. *ImageReview* highlights images on the list after they have been inspected so the users know if the image has already been inspected or not. Once inspection is complete, *ImageReview* exports an approved list of images to be enhanced that can be easily e-mailed to US Imaging and provide approval to proceed to Stage 3. This tool dramatically reduces the number of images that need to be inspected by the County and provides the County with complete control over the quality and budget.



Stage 3 - Enhance & Format

- US Imaging has the ability to adjust the black and white contrast of poor quality TIFF Images from the 256 shades of gray contained within the JPEG images. We will only enhance County approved images on the poor quality image report. We can adjust the contrast of the entire page or any specific area on a page to provide the most legible images possible.
- **Formatting** - US Imaging will format the images and indexes for the Tyler Recording system.
- **USB Hard Drives** - All formatted images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at US Imaging for off-site backup.
- **Return** - Upon completion of Stage 3 services, all microfilm and microfiche will be returned to the County via UPS Ground, with tracking.



Phase 1: Estimated Investment to Scan Land Records, Marriage Records and Discharge Records from 16mm Microfilm

16mm Microfilm			
825 Rolls	@	2,500 Images per 16mm Roll	= 2,062,500 Images
2,062,500 Images	@	15% Poor Quality Images	= 309,375 Poor Images
2,062,500 Images	@	0% Multiple Documents per Page	= 0 Images
2,062,500 Images	@	400 Images per Gigabyte for JPEG Format	= 5,157 GB for JPEG's
2,062,500 Images	@	4,000 Images per Gigabyte for TIFF Format	= 516 GB for TIFF's
Stage 1			
4 Cases	@	\$250.00 Per Case of Microfilm, Empty Case to WA & Full Case to MI	= \$1,000.00
825 Rolls	@	\$5.00 Per Roll to Inspect & Clean	= \$4,125.00
2,062,500 Images	@	\$0.01 Per Image to Scan 300dpi JPEG	= \$20,625.00
721,875 Images	@	\$0.01 Per Image to Rescan Redox Rolls (Est. 35%)	= \$7,218.75
2,784,375 Images	@	\$0.01 Per JPEG to Convert to TIFF	= \$27,843.75
4 Drives	@	\$250.00 Per 4TB USB Hard Drives, Backup & Copy	= \$1,000.00 17%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment, UPS Ground	= <u>\$25.00</u> \$61,837.50
Stage 2			
2,062,500 Images	@	\$0.03 Per TIFF to Remove Excess Borders	= \$61,875.00
2,062,500 Images	@	\$0.03 Per TIFF to Inspect & Report Poor Quality	= \$61,875.00
0 Images	@	\$0.03 Per TIFF to Duplicate Multiple Documents per Page	= \$0.00
2,062,500 Images	@	\$0.03 Per TIFF to Single Group & Index (AFN)	= \$61,875.00
1 Drive	@	\$250.00 Per USB Hard Drive, Copy	= \$250.00 50%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment, UPS Ground	= <u>\$25.00</u> \$185,900.00
Stage 3			
309,375 Poor Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality Images	= \$123,750.00
4 Cases	@	\$250.00 Per Case of Microfilm, Full Case to WA & Empty Case to MI	= \$1,000.00
1 Drive	@	\$250.00 Per USB Hard Drive, Copy	= \$250.00 33%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment, UPS Ground	= <u>\$25.00</u> \$125,025.00
Total Investment			= <u>\$372,762.50</u>

Phase 2: Estimated Investment to Scan Land Indexes, Marriage Indexes and Discharge Indexes from 16mm Microfiche

16mm Microfiche

3,976 Jackets	@	30 Images per 16mm Jacket	=	119,280 Images	
119,280 Images	@	15% Poor Quality Images	=	17,892 Poor Images	
119,280 Images	@	0% Multiple Documents per Page	=	0 Images	
119,280 Images	@	400 Images per Gigabyte for JPEG Format	=	299 GB for JPEG's	
119,280 Images	@	4,000 Images per Gigabyte for TIFF Format	=	30 GB for TIFF's	

Stage 1

1 Case	@	\$250.00 Per Case of Microfilm (Incl. in Phase 1)	=	\$0.00	
119,280 Images	@	\$0.02 Per Image to Scan 300dpi JPEG	=	\$2,385.60	
119,280 Images	@	\$0.01 Per JPEG to Convert to TIFF	=	\$1,192.80	
2 Drives	@	\$250.00 Per 4TB USB Hard Drives (Incl. in Phase 1)	=	\$0.00	67%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u>	\$3,578.40

Stage 2

0 Images	@	\$0.03 Per TIFF to Remove Excess Borders**	=	\$0.00	
0 Images	@	\$0.03 Per TIFF to Inspect & Report Poor Quality**	=	\$0.00	
0 Images	@	\$0.03 Per TIFF to Duplicate Multiple Documents per Page	=	\$0.00	
119,280 Images	@	\$0.015 Per TIFF to Single Group & Index*	=	\$1,789.20	
1 Drive	@	\$250.00 Per USB Hard Drive (Incl. in Phase 1)	=	\$0.00	33%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u>	\$1,789.20

Stage 3

0 Poor Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality Images**	=	\$0.00	
1 Shipment	@	\$250.00 Per Case of Microfilm (Incl. in Phase 1)	=	\$0.00	
1 Drive	@	\$250.00 Per USB Hard Drive (Incl. in Phase 1)	=	\$0.00	0%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u>	\$0.00

Total Investment = \$5,367.60

* Index Pages will be Grouped and Indexed by the Alpha Tab and Year Range of the Book

**There are borders and there will be Poor Quality Images that could benefit from enhancement, but Clark County has chosen not to perform these services at this time.

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued when at Stage 1, Stage 2 and Stage 3. Stage 3 can be divided into multiple shipments & invoices if desired.

All hard drives, images and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Clark County images and/or indexes to any other entity except Clark County.

ACCEPTANCE AND AUTHORIZATION:

Clark County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Clark County agrees to pay US Imaging, Inc., the total amount due within 30 days from the date of invoice. Any amounts outstanding will be assessed a finance charge of 1.5% per month on the unpaid balance.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

Accepted by:

Greg Kimsey
Auditor
Clark County
1300 Franklin Street, Suite 575
Vancouver, WA 98660

Accepted by:

Eric Nejedly
National Account Manager
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature: _____

Signature:  _____

Date: _____

Date: February 14, 2018

Please check the approved Phase(s):

_____ Phase 1: Scan Records from 16mm Rollfilm =	\$372,762.50
_____ Phase 2: Scan Records from 16mm Microfiche =	<u>\$ 5,367.60</u>
Total Investment =	<u>\$378,130.10</u>



RFP # 734
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: Wednesday, November 1, 2017

Request for Proposal for:

Auditor Microfilm and Microfiche Conversion to Digital Project

PROPOSALS DUE: Friday, December 1, 2017 by 3:00 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

Submit one (1) original and three (3) complete copies of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington 98660
(360) 397-2323

Refer Questions to:

Project Manager:
Charlene Huffman
Program Manager, Recording/Auditor
charlene.huffman@clark.wa.gov
360.397.2300 ext 4791

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALITY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <https://clarknet.clark.wa.gov/purchasing/environmentally-responsible-purchasing>

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE - The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office; V (360) 397-2025;
TTY (360) 397-2445; ADA@Clark.wa.gov

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Request for Proposal # 734

Auditor Microfilm and Microfiche Conversion to Digital Project

Part I Proposal Requirements

Section IA

General Information

1. Introduction

The Auditor's Office is seeking a vendor to provide conversion of microfilm/microfiche records to digital images and create an index to the digital images to provide more efficient customer service and better access by employees and the public.

2. Background

All documents recorded in the Clark County Auditor's Office require permanent retention. In 2015, the Auditor completed phase one of our imaging project that digitized documents from 1961 to 1998. From 1961 to 1998, the majority of our records are in the form of digitized images; except for marriage applications, DD214s and other various records.

Records from 1850 to 1960, and all marriage applications and DD214s are on microfilm and microfiche. For phase two of our imaging project, our estimates suggest there are approximately 825 rolls of microfilm and 3976 microfiche film cards that require conversion. When there are public requests for information dating back to this time period, either the public or staff have to search through old microfilm/microfiche records to locate the relevant documents. Quality problems including rust and chemical deterioration are making some of the records unreadable. If a record is not readable, a replacement microfilm roll must be obtained from the State Archives, but this represents a delay in servicing customers. In addition, the microfilm and microfiche will continue to deteriorate over time. The ultimate purpose of this project is to convert all remaining documents in the Auditor's Office to digital images.

The Auditor is looking for a solution that balances customer service with the cost of replacing microfilm and microfiche with digital images.

3. Scope of Project

Assign a project manager to provide overall project management for the implementation of the imaging project.

- Provide microfilm/microfiche to digital image conversion services on approximately 825 rolls and 3976 film cards.
- Capture the microfilm and microfiche images at 300 dpi and create TIFF images to be added to the data base. The index on microfiche needs to be converted to TIFF images and connected/attached to the Auditor's file number and Grantor/Grantee associated with the proper TIFF image/document.
- Provide standard automated image enhancements including image cropping, de-speckle and de-skew. Manual image enhancements are required where necessary to make the image legible and reproducible. These enhancements will be at additional cost. The vendor awarded this contract will work with the County to determine the approximate number of these types of images and provide a cost to cover the enhanced images.
- Provide Clark County Auditor with sample images and indices to review and approve prior to production.
- Begin production film conversion within 30 days of Clark County Auditor acceptance of the sample images and indices and after production schedules have been mutually agreed upon.
- Implement random sampling to deliver a 99% acceptance rate. The vendor will verify the quality and orientation of each image. If any of these items do not pass, the vendor will take measures to address the issue and reprocess as necessary to pass QC. Where original document quality prevents an acceptable image to be delivered, the vendor will notify the Auditor's Office for disposition.
- Assist the Auditor's Office to determine the directory naming convention and structure for all images to be delivered on an agreed-upon image storage media.
- Provide the Auditor's Office with TIFF images and associated index information by Auditor's File number and Grantor/Grantee into a mutually agreed format for the upload into the Auditor's data base.
- Work with the Auditor's Office to finalize a mutually agreed upon schedule for

Request for Proposal # 734 Auditor Microfilm and Microfiche Conversion to Digital Project

completing the project and determining the optimum batch size of roll film to be converted by vendor during any given period of time.

- Inventory the rolls of film shipped to the vendor prior to film conversion. The vendor will contact Clark County regarding any discrepancies with the inventory list shipped with the rolls of film. Film conversion will not resume until the discrepancies have been resolved.
- The vendor will return the film rolls, which are inventoried and checked off as being completed, back to the Auditor's Office using a predetermined shipping service when film conversion has been completed.

4. Project Funding The funds for this project will be from the 2017/2018 Auditor Operations and Maintenance budget.

5. Timeline for Selection The following dates are the intended timeline:

Proposals due	December 1, 2017
Proposal review/evaluation	January 2 -12, 2018
Contract negotiation/execution	January 15-31, 2018
Contract work to begin	February 12, 2018

6. Employment Verification "Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, which ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. E-mail: beth.balogh@clark.wa.gov

Note : Sole Proprietors are exempt.

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Auditor Microfilm and Microfiche Conversion to Digital Project

Section IB

Work Requirements

1. **Required Services**

To convert reels of microfilm from the State Archives to digital images and also to convert microfiche to digital images as an index. After which to create indexes for access to digital images. These images will be imported into the current Tyler-Eagle Recorder imaging system. There will be images that are not of the highest quality that need conversion. These images will need special attention and should be included in the overall cost of this project. All of these records are confidential and need to be kept from being disseminated to unauthorized parties.
2. **County Performed Work**

The County will purchase the needed rolls of film from the State Archives and provide them to the selected vendor for conversion. The Auditor's Office will assign a person for the selected vendor to contact on the project.
3. **Deliverables & Schedule**

Provide the Auditor with sample images and indices to review and approve prior to production. Then complete conversion of microfilm to digital images of approximately 825 rolls and 3976 microfiche film cards within 4 months. Along with the digital images an index must be completed. Provide the images in a format that has the ability to import into the Tyler Eagle Recorder imaging system.
4. **Place of Performance**

Contract performance may take place in the County's facility, the Proposer's facility, a third party location or any combination thereof.
5. **Period of Performance**

A contract awarded as a result of this RFP will be for 1 year from the date of the contract execution.

Clark County reserves the right to extend the contract resulting from this RFP for a period of two (2) one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.
6. **Insurance/Bond**
 - A. **Commercial General Liability (CGL) Insurance** written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
 - B. **Automobile**

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

Request for Proposal # 734

Auditor Microfilm and Microfiche Conversion to Digital Project

C. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$2,000,000 per occurrence, with a maximum deductible of \$25,000. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

D. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

7. Plan Holders List

All proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

If your organization is NOT listed, submit the "Letter of Interest" to ensure your inclusion. See Attachment B.

Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

Request for Proposal # 734
Auditor Microfilm and Microfiche Conversion to Digital Project

Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting
There will be no pre-submittal meeting or site visit scheduled for this project.
2. Proposal Clarification
Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is ten (10) calendar days prior to the due date for proposals (unless otherwise specified in section 1A-5).

An addendum will be issued no later than seven (7) calendar days (or insert date) prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

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**Section IIB Proposal Submission**

1. Proposals Due  
Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal  
Proposals must be clear, succinct and not exceed 25 pages, excluding resumes. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those

## Request for Proposal # 734

### Auditor Microfilm and Microfiche Conversion to Digital Project

Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

#### Section IIC

#### Proposal Content

1. Cover Sheet  
This form is to be used as your proposal Cover Sheet  
See Cover Sheet - Attachment A
2. Project Team  
Identify the name of the Project Manager and number of people on project team by functional role.
3. Management Approach  
Provide how you plan to keep County informed of project status, goals, and success criteria and resource allocation.
4. Respondent's Capabilities  
Provide experience, company history and background, letters of recommendation and/or reference and resume.
5. Project Approach and Understanding  
Provide overall Project Plan which includes how you plan to:
  - Stage the project
  - Deal with confidentiality
  - Transportation of the rolls of film to and from the department to the vendor
  - Estimated length of project
  - Produce an index
  - Deal with any conflicts with county
6. Proposed Cost  
Provide a cost of conversion:
  - Per image
  - For enhancement services needed
  - For creating indexes
  - For any extra storage requirements necessary for new images
7. Employment Verification  
**Please refer to section 1A.6. – e-Verify**  
**IMPORTANT NOTE:** Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:  
<http://www.clark.wa.gov/general-services/purchasing/documents/e-verifylog.pdf>



**Request for Proposal # 734**  
**Auditor Microfilm and Microfiche Conversion to Digital Project**

**Part III Proposal Evaluation & Contract Award**

**Section IIIA Proposal Review and Selection**

- 1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Councilors.
- 2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

**A one hundred (100) point system will be used, weighted against the following criteria:**

**PHASE I**

|                                                                                     |            |
|-------------------------------------------------------------------------------------|------------|
| Overall quality of proposal and approach                                            | 30         |
| Suitability/logic/methodology/how to index and import/proposed timeframe of project | 30         |
| Cost                                                                                | 20         |
| References/company experience                                                       | 20         |
| <b>Total Points</b>                                                                 | <b>100</b> |

**PHASE II**

|                       |            |
|-----------------------|------------|
| Quality of Images     | 60         |
| Ease of accessibility | 20         |
| Indexes               | 20         |
| <b>Total Points</b>   | <b>100</b> |

**Section IIIB Contract Award**

- 1. Consultant Selection: The County will award a contract to the highest scoring Proposer. Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.
- 2. Contract Development: The proposal and all responses provided by the successful Proposer may become a part of the final contract. The successful vendor may be asked to develop a final scope of work to be included in the final contract.
- 3. Award Review: The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.
- 4. Orientation/Kick-off Meeting: There are no plans for an orientation/kick off meeting.

**Request for Proposal # 734  
Auditor Microfilm and Microfiche Conversion to Digital Project**

**Attachment A COVER SHEET**

General Information:

Legal Name of Applicant/Company/Agency \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Program Location (if different than above) \_\_\_\_\_ Email address \_\_\_\_\_  
Tax Identification Number \_\_\_\_\_

**ADDENDUM:**

Proposer shall insert number of each Addendum received. If no addendum received, please mark "NONE".

No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_

**NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.**

- Does the proposal comply with the requirements contained within the RFP?  
A "No" response may disqualify the proposal from further consideration.  
 Yes  No
- Did outside individuals or agencies assist with preparation of this proposal?  
 Yes  No (if yes, describe.)\*\*

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Councilors.

\_\_\_\_\_  
Signature, **Administrator of Applicant Agency\***  
(\*Enter the appropriate signature title)

\_\_\_\_\_  
Date

**Vendor/Contractor:**

Have you or any of your employees who will be directly compensated retired from a Washington State Retirement System using the 2008 Early Retirement Factor?

Yes  No

If yes, please provide the name and social security number for each retiree to Clark County Purchasing.

**Request for Proposal # 734  
Auditor Microfilm and Microfiche Conversion to Digital Project**

**Attachment B LETTER OF INTEREST**

Legal Name of Applicant Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_

Email address \_\_\_\_\_

- All proposers are required to be included on the plan holders list. If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: [Beth.Balogh@clark.wa.gov](mailto:Beth.Balogh@clark.wa.gov)

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

**This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.**

**Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.**

**Request for Proposal # 734**  
**Auditor Microfilm and Microfiche Conversion to Digital Project**

*(for DCS use) revised 8/20/2010*

**Attachment C: QUALIFICATIONS**

Attach additional sheet(s) as needed.

A. The following have been approved and adopted by the agency's Board of Directors:

|                                |                              |                             |                              |
|--------------------------------|------------------------------|-----------------------------|------------------------------|
| Written Personnel/EEO Policies | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Staff Job Descriptions         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Written Benefits Policies      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Affirmative Action Plan        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

B. Is your agency a nonprofit organization?

Yes  No *(If yes, submit one copy of your Charter or Articles of Incorporation AND IRS documentation showing qualification as a nonprofit corporation under Section 501(c)(3) of the IRS Code.)*

C. Is your agency currently involved in or does it have pending any legal actions? Has your agency filed for bankruptcy in the past five years?

Yes  No *(If yes, explain.)* \_\_\_\_\_

D. Does your organization conduct an internal audit of funds under its control?

Yes  No *(If yes, how often is such an internal audit conducted?)* \_\_\_\_\_

E. How frequently is your organization audited by an independent auditing firm? \_\_\_\_\_

➤ Attach a copy of your organization's last financial audit, including your single audit (OMB Circular A-133) and management letter or SAS 114 letter for the most recent fiscal year.

F. Within the past five years, have independent audits identified deficiencies which resulted in findings, questioned costs, costs recommended for disallowance, an "adverse opinion" by the auditors, or the auditors "disclaiming" any opinions?

Yes  No *(If yes, explain and provide copy of all audit information pertaining to deficiencies, including audit, management letter or SAS 114 letter.)* \_\_\_\_\_

G. Within the past five years, has the agency had disciplinary action by a state or federal agency, state licensing investigations or actions, or malpractice suits that are pending or went to final disposition and resulted in payment to plaintiff?

Yes  No *(If yes, please provide appropriate documentation and explanation.)* \_\_\_\_\_

H. If your organization does not have an audit, please include your financial policies and procedures which identify positions and areas of responsibility.

I. Does your organization guarantee that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition?

Yes  No *(If no, explain.)* \_\_\_\_\_

**Request for Proposal # 734**

**Auditor Microfilm and Microfiche Conversion to Digital Project**

J. Does your organization guarantee that the costs for services quoted in response to this RFP are not in excess of those which would be charged any other individual for the same services performed by your agency?

Yes  No (If no, explain.) \_\_\_\_\_

K. Please attach one copy of the following documents (or equivalent thereof):

- Statement of financial position
- Statement of activities
- Cash flow statement
- Statement of changes in net assets
- Notes to financial statements, if available
- Organizational chart

I certify that this agency has never been debarred or suspended or otherwise excluded from or are ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension" and we will not contract with a subcontractor that is debarred or suspended.

I, the undersigned have read and reviewed all of the above statements and attest, to the best of my knowledge, that they are correct and that I have the legal authority to commit this agency to a contractual agreement.

\_\_\_\_\_  
Signature, Chief Administrator of Applicant Agency

Date: 1/31/2018

**RFP #734 - TITLED: Auditor Microfilm and Microfiche Conversion to Digital Project.**  
RFP selects a vendor to provide conversion and indexing services of microfiche and microfilm records to digital records.

This

**Evaluation Process**

Three qualified panel members were on the selection committee. Panelists met after all nine respondents were received to create a plan to review the responses.

● Phase I: Reviewed all applicants and graded them based on the following criteria:

- Overall quality of proposal and approach (@ 30 points available).
- Suitability / Logic / Methodology / How to index and import / Proposed time frame (@ 30 points available).
- Cost (@ 20 points available).
- References / Company experience (@ 20 points available).

All three panelists scored the responses to arrive to the top three highest scoring respondents (highlighted) who made it to Phase II.

● Phase II: Each vendor was given one roll of film and one sheet of microfiche and instructions. After the three vendors had returned their samples they were each scored on the following criteria:

- Quality of Images (@ 60 points available).
- Ease of accessibility (@ 20 points available).
- Indexes (@ 20 points available).

**Evaluation Matrix - A**

| Evaluation Criteria                                                                          | Phase I ---- RFP #734 -- TITLED: Auditor Micro |         |              |         |              |                 |              |         |              |         |              |         |
|----------------------------------------------------------------------------------------------|------------------------------------------------|---------|--------------|---------|--------------|-----------------|--------------|---------|--------------|---------|--------------|---------|
|                                                                                              | Future Net                                     |         |              |         |              | ILM Corporation |              |         |              |         | US Imaging   |         |
|                                                                                              | Panel Member                                   | Average | Panel Member | Average | Panel Member | Average         | Panel Member | Average | Panel Member | Average | Panel Member | Average |
| Overall quality of Proposal and approach                                                     | Max Pts. 1                                     | 2       | 3            | 1       | 2            | 3               | 1            | 2       | 3            | 1       | 2            | 3       |
|                                                                                              | 30                                             | 0       | 0            | 0       | 0            | 0               | 0            | 0       | 0            | 30      | 30           | 30      |
| Suitability / logic / methodology / how to index and import / proposed time frame of project | 30                                             | 0       | 0            | 0       | 0            | 0               | 0            | 0       | 0            | 30      | 30           | 30      |
| Cost                                                                                         | 20                                             | 0       | 0            | 0       | 0            | 0               | 0            | 0       | 0            | 15      | 15           | 15      |
| References / Company experience                                                              | 20                                             | 0       | 0            | 0       | 0            | 0               | 0            | 0       | 0            | 20      | 20           | 20      |
| <b>Total Average Score</b>                                                                   | 100                                            | 0       | 0            | 0       | 0            | 0               | 0            | 0       | 0            | 95      | 95           | 95      |

**Evaluation Matrix - B**

| Evaluation Criteria                                                                          | Phase I ---- RFP #734 -- TITLED: Auditor Micro |         |              |         |                         |         |              |         |              |         |              |         |
|----------------------------------------------------------------------------------------------|------------------------------------------------|---------|--------------|---------|-------------------------|---------|--------------|---------|--------------|---------|--------------|---------|
|                                                                                              | Image Net                                      |         |              |         | Northwest Vital Records |         |              |         | Secure One   |         |              |         |
|                                                                                              | Panel Member                                   | Average | Panel Member | Average | Panel Member            | Average | Panel Member | Average | Panel Member | Average | Panel Member | Average |
| Overall quality of Proposal and approach                                                     | Max Pts. 1                                     | 2       | 3            | 1       | 2                       | 3       | 1            | 2       | 3            | 1       | 2            | 3       |
|                                                                                              | 30                                             | 15      | 10           | 15      | 13.33                   | 15      | 15           | 15      | 15           | 15      | 20           | 25      |
| Suitability / logic / methodology / how to index and import / proposed time frame of project | 30                                             | 20      | 10           | 15      | 15                      | 5       | 10           | 10      | 10           | 15      | 10           | 15      |
| Cost                                                                                         | 20                                             | 10      | 5            | 5       | 6.67                    | 15      | 15           | 10      | 13.33        | 15      | 10           | 10      |
| References / Company experience                                                              | 20                                             | 20      | 20           | 20      | 15                      | 15      | 0            | 10      | 10           | 20      | 20           | 20      |
| <b>Total Average Score</b>                                                                   | 100                                            | 65      | 45           | 55      | 55                      | 60      | 50           | 35      | 48.33        | 70      | 65           | 66.67   |

**Evaluation Matrix - C**

| Evaluation Criteria                                                                          | Phase I ---- RFP #734 -- TITLED: Auditor Micro |         |              |         |              |         |              |         |                           |         |              |         |
|----------------------------------------------------------------------------------------------|------------------------------------------------|---------|--------------|---------|--------------|---------|--------------|---------|---------------------------|---------|--------------|---------|
|                                                                                              | Perfect Image                                  |         |              |         | Crowley      |         |              |         | Technical Imaging Systems |         |              |         |
|                                                                                              | Panel Member                                   | Average | Panel Member | Average | Panel Member | Average | Panel Member | Average | Panel Member              | Average | Panel Member | Average |
| Overall quality of Proposal and approach                                                     | Max Pts. 1                                     | 2       | 3            | 1       | 2            | 3       | 1            | 2       | 3                         | 1       | 2            | 3       |
|                                                                                              | 30                                             | 5       | 5            | 5       | 10           | 15      | 15           | 13.33   | 15                        | 10      | 10           | 11.67   |
| Suitability / logic / methodology / how to index and import / proposed time frame of project | 30                                             | 10      | 5            | 10      | 8.33         | 15      | 10           | 11.67   | 15                        | 5       | 10           | 10      |
| Cost                                                                                         | 20                                             | 15      | 15           | 10      | 13.33        | 20      | 15           | 18.33   | 15                        | 10      | 10           | 11.67   |

Phase II ----- RFP #734 -- TITLED: Auditor Micro

|                            | US Imaging   |         |              | SecureOne |              |         | Crowley      |         |  |
|----------------------------|--------------|---------|--------------|-----------|--------------|---------|--------------|---------|--|
|                            | Panel Member | Average | Panel Member | Average   | Panel Member | Average | Panel Member | Average |  |
| Max Pts. 1                 | 2            | 3       | 1            | 2         | 3            | 1       | 2            | 3       |  |
| 60                         | 60           | 60      | 60           | 30        | 20           | 25      | 20           | 15      |  |
| 20                         | 20           | 20      | 20           | 10        | 10           | 10      | 0            | 0       |  |
| 20                         | 0            | 0       | 0            | 0         | 0            | 0       | 0            | 0       |  |
| <b>Total Average Score</b> | <b>80</b>    |         |              | <b>35</b> |              |         | <b>16.67</b> |         |  |

Clark County Auditor has recommended US Imaging for the following reasons:

Three-stage approach allows control of the process.  
 access to digitized documents after stage 1 (Expected April 2018).

Redox rolls - special handling.

and poor quality rolls - we can replace rolls for scanning decreasing need for enhancement.

5) Enhancement fee per image not by hour.

6) County determines which images will be enhanced.

final image result especially for older images (back to 1850's) all bi-tonal.

**Comments:**  
 Include the total cost of the contract.

- 1)
- 2) Desktop
- 3) Addresses
- 4) Identifies redox rolls
- 7) Best

The top vendor produced the best image quality where all information, even on the most difficult to read documents, was clearly legible. This vendor can give us access to images digitally after Stage 1 (of 3 stages) which means we can continue serving customers as they request documents 1960 and back...