



County of Santa Cruz

HEALTH SERVICES AGENCY

P.O. BOX 962, 1080 EMELINE AVENUE
SANTA CRUZ, CA 95061
(831) 454-4066 FAX: (831) 454-4770

HEALTH SERVICES AGENCY
ADMINISTRATION

November 13, 2001

Agenda: December 11, 2001

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

**RE: APPROVE CONTRACT AMENDMENT FOR DOCUMENT IMAGING
DATA MANAGEMENT SYSTEM AND SERVICES**

Dear Members of the Board:

On January 23, 2001 your Board approved a contract for the purchase of the FORTIS document imaging data management system and services for use in Environmental Health Services (EHS). The imaging of 1.4 million pages of existing files has been completed and the system is working better than envisioned. Contractors, realtors, and the public are able to immediately access the files they need using terminals at the EHS counter. Also, staff can access the files from their desks and from the satellite permit centers via the County network.


The system is now ready for the next phase, which is to make these public records available via the Internet. This enhancement was approved by your Board as part of the budget process for 2001-02. This phase requires the purchase of the license for an additional software module known as POWERWEB, ten (10) additional "seats", as well as installation, support, and training services. The additional "seats" are needed to allow the larger number of simultaneous users expected with this project. Once purchased, the POWERWEB software package may be shared at no additional cost by all County agencies using the FORTIS document imaging system. The cost of the license for POWERWEB is \$35,789 and the cost of the additional seats is \$6,278, for a total of \$42,267.

Appleby & Company, Inc. is recommended as the vendor for this product as they are the vendor for the existing system and have the maintenance and upgrade contract for the existing system.

It is, therefore, RECOMMENDED that your Board:

1. Approve the attached contract amendment with Appleby & Company, Inc. (CO12329-01) in the amount of \$42,267 for document imaging web software and authorize the Health Services Administrator to sign.

Respectfully submitted,


Rama K. Khalsa, Ph.D. *by PK*
Health Services Administrator

RECOMMENDED:


Susan A. Mauriello
County Administrative Officer

cc: County Administrative Office
Auditor-Controller
County Counsel
Information Services
County Assessor
HSA Administration
Environmental Health

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0195

To: **Board of Supervisors**
County Administrative Office
Auditor Controller

FROM: Health Services Agency (Department)
BY: *R. Kline* (Signature) 11/28/01 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) Expenditure Agreement ☒ Revenue Agreement ☐

The Board of Supervisors is hereby **requested** to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the Health Services Agency (Department/Agency)
and Appleby & Compnay, Inc., 2828 North Wishon, Fresno, CA 93704 (Name/Address)
2. The agreement will provide document imaging equipment, software, training, consultation, support
and file conversion
3. Period of the agreement is from January 9, 2001 to June 30, 2002
4. Anticipated Cost is \$ 42,267 increase total \$ 201,367 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☒ Not to Exceed
Remarks: amendment to BOS 12/11/01; original agreement approved by BOS on 1/23/01
5. Detail: ☒ On Continuing Agreements List for FY 01-02, Page CC- 8 Contract No: 12329-01 OR ☐ 1st Time Agreement
☐ Section II No Board letter required, will be listed under Item 8
☐ Section III Board letter required
☐ Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 362860 (Index) 3665 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and have been encumbered.
are not will be
IE - NOW III

Contract No: 12329-01

By: *R. Kline*
Auditor-Controller Deputy

Date: 11/28/01

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize
Health Services Administrator (Dept/Agency Head) to execute on behalf of the
Health Services Agency (Department/Agency)

Date: 11/30/01

By: *Ed S.*
County Administrative Office

Distribution:

Board of Supervisors - White
Auditor Controller - Canary
Auditor-Controller - Pink
Department - Gold

State of California
County of Santa Cruz

I, _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the ag request for approval of agreement was ap-
proved by said Board of Supervisors as recommended by the County Administrative Office by an
order duly entered in the minutes of said Board on _____ 20__

ADM - 29(8/01)
Title ☒ Section 300 Proc Man

By: Deputy clerk

AUDITOR-CONTROLLER USE ONLY

CO. _____	\$ _____	_____	_____	_____	_____
Document No.	JE Amount	Lines	H/TL	Keyed By	Date
TC110 _____	\$ _____	_____	_____	_____	_____
Auditor Description	Amount	Index	Sub object	User Code	

83

Agreement No: 12329-01
 Index: 362860
 Subobject: 3665

Santa Cruz County Health Services Agency

AMENDMENT TO AGREEMENT

The parties hereto agree to amend that certain Agreement dated January 9, 2001, by and between the COUNTY OF SANTA CRUZ and APPLEBY AND COMPANY, INC., by extending the term of the agreement to June 30, 2002, by increasing the amount of the agreement by \$42,267 for a total of \$201,367, by deleting the existing Exhibits C and E and replacing them with the attached REVISED 12/11/01 Exhibits C and E, and by adding Exhibits E.2C-1 and E.2C-2.

All other provisions of said Agreement shall remain the same.

Dated: December 11, 2001

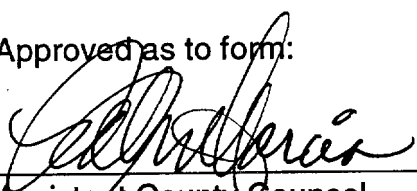
CONTRACTOR

COUNTY OF SANTA CRUZ

By: _____
 Appleby and Company, Inc.
 2828 North Wishon
 Fresno, California 93704

By: _____
 Rama Khalsa, Ph.D.
 Health Services Administrator

Approved as to form:



 Assistant County Counsel

Distribution: Auditor-Controller
 County Counsel
 HSA Administration
 Environmental Health Services
 Appleby and Company

1. CONTRACTOR INFORMATION

Name: Appleby & Company, Inc.
Address: 2828 North Wishon
Fresno, California 93704
Telephone: (559) 222-8402 FAX (559) 222-5043
Tax ID Number:

2. DUTIES OR SERVICES PROVIDED CONTRACTOR agrees to exercise special skill to accomplish the following result: to plan, purchase, and install an electronic document managing system as detailed below in Scope A; and to convert existing documents to scanned images as detailed below in Scope B. CONTRACTOR shall provide services in accordance with Exhibit D Implementation Schedule and Exhibit E Payment Provisions

SCOPE A Electronic Document Manasement Svstem

1. Planning
 - a. Recommend Indexing schemes
 - b. Develop Document and Pickup & Delivery System & Schedule
 - c. Establish key contacts for Implementation
2. Implementation
 - a. Pickup documents per agreed upon schedule
 - b. Log documents into holding warehouse
 - c. Prepare documents for scanning
 - d. Scan, index, quality control
 - e. Release completed digital documents and burn CDs
 - f. Copy CDs to COUNTY storage device
 - g. Provide backup set of CDs to COUNTY
 - h. Provide document-on-demand Retrieval Services, up to 100 pages per day. When COUNTY wants a document that is in CONTRACTOR possession, CONTRACTOR shall access document and send copy to COUNTY by facsimile or e-mail.
 - i. Post prep documents and rebox in same manner in which documents were received from COUNTY.
 - j. Store completed documents for up to 60 days at no additional charge pending direction from COUNTY.
 - k. Per written direction from COUNTY, CONTRACTOR shall, at no additional charge, either return original documents to COUNTY or shred original documents

SCOPE B Conversion of Existing Documents

1. Planning
 - a. Establish Key Contacts
 - b. Review COUNTY resources and establish and manage system environments
2. Run Installation Verification Procedures
 - a. Review network security
3. Hardware
 - a. Order Hardware, test and configure
4. Software
 - a. Order and Install FORTIS and related Software
5. Documentation
 - a. Develop, provide, customize
6. Technical & End-User Training
 - a. Develop training plans and materials
 - b. Administration and End-User training

SCOPE C Provide Access to Public Records via Internet

1. Software
 - a. Order, install and configure PowerWeb
 - b. Order, install and configure IO-User View Seat Package of FORTIS and related Software and Upgrades
2. Technical & End-User Training
 - a. Develop training plans and materials
 - c. Administration and End-User training
3. support
 - a. Provide annual support for PowerWeb
 - b. Provide annual support for MS IIS Server

REVISED 12/11/01 - EXHIBIT E - FISCAL AND PAYMENT PROVISIONS

0199
Agreement Number: CO12329-01

1. **COMPENSATION.** In consideration for CONTRACTOR accomplishing the result described in Exhibit C (Scope of Work), COUNTY agrees to pay as follows: **an amount not to exceed \$201,367** as described below and in Exhibits E.2A, E.2B, E.2C-1, and E.2C-2 (Appleby Proposals). Additional consulting/programming shall be at the rate of \$150 per hour and shall be limited to the availability of funds within Agreement.

2. BUDGET DETAIL.

A. **Electronic Document Managing System**

1	Fortis Scan Station	995 taxable
2	Fortis Edit Stations @ \$695 each	1,390 taxable
1	Fortis 5-User View Package	2,495 taxable
1	12-month Upgrades, Service & Support	880 taxable
1	Scanner – Canon DR3020 Duplex w/premium warranty	4,850 taxable
1	Scanner – ScanMaker 9600XL flatbed 11 x 17	1,250 taxable
1	SCSI card and cable	295 taxable
2	Days – Installation & Configuration @ \$1,200 day	2,400
2	Days – SysAdm, Scanner Operator, End Users @ \$1,200 day	<u>2,400</u>
	Total Price	\$16,955
	Applicable Sales Tax	<u>973</u>
	Total A	\$17,928

- Payments to CONTRACTOR shall be based on receipt and/or installation and acceptance of deliverables and completion of services. CONTRACTOR can invoice COUNTY monthly for actual deliverables and services completed and accepted by COUNTY in each month under this Agreement.

B. **Conversion of Existing Documents**

1,400,000	estimated pages -- convert 8-1/2 x 11 pages @ \$0.07846 ea.	
	includes light prep, 3 indexes & file type	\$109,844 taxable
750	hours – preparation @ \$12.50 hour	9,375
93	CDs – duplicate sets, archives @ \$60 ea.	5,580 taxable
5000	Estimated pages – convert E-size drawings @ \$1.25 ea; indexed as above	6,250 taxable
6	CDs – duplicate sets, archives @ \$60 ea.	<u>360 taxable</u>
	Total Price	\$131,409
	Applicable Sales Tax	<u>9,763</u>
	Total B	\$141,172

- Payments to CONTRACTOR shall be based on actual document conversion completed by CONTRACTOR and accepted by COUNTY. CONTRACTOR can invoice COUNTY monthly for actual document conversion services completed and accepted by COUNTY in each month under this Agreement. If the total number of documents converted is less than estimated, payments to CONTRACTOR shall be limited to the actual number of documents converted. If actual number of documents is greater than estimated, CONTRACTOR shall not proceed with the conversion of additional documents in excess of the estimate until the COUNTY has agreed to proceed with additional document conversion and amended this Agreement to include additional funds for document conversion.

REVISED 12/11/01 - EXHIBIT E - FISCAL AND PAYMENT PROVISIONS

0200

C. Addition of Fortis PowerWeb and Ten (10) View Seats

1	PowerWeb Server License	\$12,995	taxable
1	PowerWeb Server Annual Support	2,600	taxable
1	MS IIS Server License	11,995	taxable
1	MS IIS Server Annual Support	2,400	taxable
2	Days - Installation and Configuration	2,400	
1	Day - Training	1,200	
1	Fortis - 10-User View Seat package	4,695	taxable
1	Fortis - 10-User View Seat Upgrade, Svc & Sup	895	taxable
0.5	Day - Installation and Configuration	<u>240</u>	
	Total Price	\$39,420	
	Applicable Sales Tax	<u>2,847</u>	
	Total C	\$42,267	

- Payments to CONTRACTOR shall be based on receipt and/or installation and acceptance of deliverables and completion of services. CONTRACTOR can invoice COUNTY monthly for actual deliverables and services completed and accepted by COUNTY in each month under this Agreement.

3. PARTIAL PERFORMANCE. In the event less than all services are performed in a proper and timely manner, CONTRACTOR shall be paid only the reasonable cost for the services performed for the payment period as determined by COUNTY'S Administrator.

4. BUDGET CONTROL. With prior written approval of COUNTY, CONTRACTOR may adjust cost among budget line items or add, delete or modify line items as long as the total amount of the contract is not exceeded.



PowerWeb

0201

11/15/01

Purchase Payment Schedule			
Product ID.	Task or Deliverable	Est Due Date	Percent
	Due with Purchase order		30%
	Due upon Installationand configuration		30%
	Due upon completion of training		40%
Total EDM Svstem Charge			100%



0202

7/23/01

Purchase Payment Schedule			
Product ID, Task or Deliverable	Est Due Date	Percent	Amount
Due with Purchase order		30%	
Due upon Installation and configuration		30%	
Due upon completion of training		40%	
Total EDM System Charge		100%	