

INFORMATION TECHNOLOGY

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To: Mahesh Sharma, County Administrator
From: Matt Hirst, Information Technology Director
Subject: Recorder's Office Record Scanning Project

An ad-hoc committee comprised of Rita Vargas, Sherlyn Huber, Sara Skelton, Matt Hirst, John Heim, and Stephanie Macuga researched options for preservation of records stored in the Recorder's Office on film. We recommend the selection of U.S. Imaging to scan and index these types of records currently stored in the Recorder's Office. We anticipate scanning records and conversion from analog to digital media for such records from approximately April, 1971 to December, 1988. The recommendation is based on results of an RFP issued by the committee in the fourth quarter of 2018.

A cost comparison for the scanning of these records and indexing from the top three respondents to the RFP is as follows:

<u>Vendor</u>	<u>Total</u>
US Imaging	\$264,595.63
COTT Systems	\$528,569.22
Data Preservation Specialists	\$452,529.17

NOTES:

- Includes US Imaging double pass index verification.
- Negotiated services may impact actual contracted costs.

We believe it important to document the selection process undertaken to convey the quantity and quality of work conducted to identify a technology partner to assist the County with this work. The Committee investigated what other governments in Iowa and Illinois have done to address the retention of records stored on film and found that proactive organizations are converting such records to digital records. Additionally, a Request for Proposal (RFP), RFP #19406 titled, "Digital Conversion and Indexing Services" was issued in October of 2018. Fourteen (14) responses were received and the top three (3) were interviewed.

US Imaging emerged as the clear choice for the Scott County Recorder's Office for this project through this process.

At this time, we are requesting Board approval to enter into contract negotiations with US Imaging for scanning and indexing services. The final negotiated contract will be presented to the Board for approval at a future date. Budget dollars are available from the County CIP program to pay for this project over the next two (2) fiscal years.