

INFORMATION TECHNOLOGY

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February 26, 2019

To: Mahesh Sharma, County Administrator
From: Rita Vargas, County Recorder and 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 and actual image counts will impact 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.

The project is comprised of three (3) phases.

- Phase 1
 - Digitize and index Index Books
 - Scan aperture cards and microfilm
- Phase 2

- Inspect all images and perform basic cleanup
 - Group all documents by book and page
- Phase 3
 - Fully Index documents
 - Rescan images as necessary
 - Redact SSN's

It is recommended that the Board authorize the County Recorder to sign a contract not to exceed \$240,000 with US Imaging for professional services to complete Phases 1 and 2 of the project to scan and convert film based records to digital images. Upon completion of these initial phases a determination will be made and Board approval sought if necessary to undertake additional work. Budget dollars are available from the County CIP program to pay for this project over the next two (2) fiscal years.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N
SCOTT COUNTY BOARD OF SUPERVISORS

March 7, 2019

APPROVING RECORDER'S OFFICE RECORD SCANNING PROJECT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. The authority of the County Recorder to sign a contract for record scanning services with US Imaging in an amount not to exceed \$240,000 annually is hereby approved.
- Section 2. This resolution shall take effect immediately.