



## CITY COUNCIL STAFF REPORT

DATE: MAY 21, 2014

CONSENT CALENDAR

SUBJECT: AUTHORIZE A PURCHASE ORDER TO PORTFORD SOLUTIONS TO SCAN AND CONVERT BUILDING DEPARTMENT MICROFICHE TO A DIGITAL FORMAT A MEASURE J FUNDED PROJECT.

FROM: David H. Ready, City Manager

BY: Department of Building & Safety

---

### SUMMARY

The City Council will consider the issuance of a purchase order to Portford Solutions, in an amount not to exceed \$60,000 to convert Building Department microfiche to digital format.

### RECOMMENDATION:

1. Authorize the issuance of a purchase order to Portford Solutions for the conversion of microfiche to digital format, at the per unit prices, in an amount not to exceed \$60,000, pursuant to PSMC Section 7.04.030.
2. Authorize the City Manager to execute all necessary documents.

### STAFF ANALYSIS:

The Measure J Commission recommended and the City Council approved \$110,000 of Measure J funding for the conversion of Building and Safety records contained on microfiche to electronic files.

In 1980, the City purchased the current microfiche equipment in the Building and Safety Department. The reader now produces copies of poor quality and parts are no longer available. Additionally, the "jackets" that contain the microfiche are deteriorating.

The Department of Building and Safety currently stores over twenty five thousand older permit records on microfiche. Those records are deteriorating and are in need of conversion to a digital electronic format.

Staff has obtained a proposal from Portford Solutions to digitize and index these files for permanent retention on the City's current document management system ApplicationExtender.

Portford Solutions is licensed by ApplicationExtender and is the City's current vendor for support with the document management system. PSMC Section 7.04.030 provides the City Council may authorize the acquisition of supplies and/or services without competition when it is determined that due to the experience and expertise demonstrated in prior contracts with the City, a particular contractor is uniquely qualified. As Portford Solutions is licensed by ApplicationExtender and is the City's current vendor, City Staff has determined that prior contract performance and the special expertise and license with ApplicationExtender, Portford Solutions has demonstrated the special expertise required by PSMC Section 7.04.030.


City Staff requested Portford Solutions provide a limited test on a small sampling of the Building and Safety microfiche, to determine the quality and feasibility of the project. The results were satisfactory to the City's IT Manager and Building and Safety Director.

The conversion of the records to a digital format is the first step in the process. During the conversion staff will be researching the development of a public interface with ApplicationExtender, which will result in the ability to make these records available to the general public, title companies, and real estate professionals through the City's website.

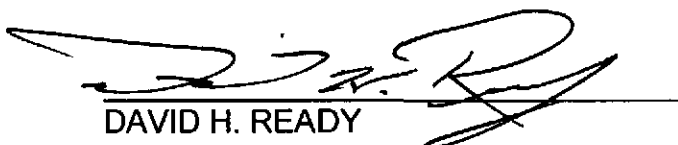
**FISCAL IMPACT:**

A total of \$110,000 was allocated through Measure J funding for the conversion project. The amount for the conversion project is estimated at \$60,000. The cost for the conversion will vary base on the actual number of microfiche images need to be converted and indexed.

The remainder of Measure J funds will be reserved for the development of the public interface and customer service portal.

  
\_\_\_\_\_  
JAMES ZICARO  
Director of Building and Safety

  
\_\_\_\_\_  
JAMES THOMPSON  
Chief of Staff/City Clerk

  
\_\_\_\_\_  
DAVID H. READY  
City Manager

Attachments:  
Portford Solutions Proposal



## Proposal



FOR

## *Microfiche Conversion*

*This proposal outlines the tasks and activities required to provide document management services for the City of Palm Springs.*

Version 2.1, Final

### **Portford Solutions Group, Inc.**

92 Argonaut, Suite 220  
Aliso Viejo, CA 92656  
[www.portfordsolutions.com](http://www.portfordsolutions.com)

**Prepared By:**

Valerie Lauricella  
949-390-4468

[Valerie.Lauricella@portfordsolutions.com](mailto:Valerie.Lauricella@portfordsolutions.com)

3/12/2014

## Statement of Confidentiality

*This Statement of Work is protected under the copyright laws of the United States and other countries as an unpublished work. This document contains information that is proprietary and confidential to Portford Solutions Group, which shall not be disclosed outside of the organization or duplicated, used or disclosed in whole or in part by the recipient for any purpose other than to evaluate this document. Any other use or disclosure in whole or in part of this information without the express written permission of Portford Solutions Group is prohibited.*

## Contents

1	Introduction .....	4
2	Estimated Solution Costs .....	5
	2.1 Microfiche Digitization Rates .....	5
	2.2 Estimated Cost for Budget Purposes .....	6
3	Terms and Conditions .....	7
	3.1 Implementation Assumptions .....	7
	3.2 Quote Terms .....	7
4	SOW Approval .....	9

## 1 Introduction

Portford appreciates the opportunity to provide this proposal to the City of Palm Springs in connection with providing document management solutions and services. We believe that our document management experience provides us with the necessary knowledge to help ensure a successful engagement.

The City of Palm Springs currently has 25,000 microfiche jackets containing building permits and related information to be digitized. Images range from 3 to 70 per jacket. The Images will need to be imported into their existing AX system and indexed according to business rules.

## 2 Estimated Solution Costs

This section details the estimated costs for this project.

Solution Component	Description
Microfiche Digitization	Portford will scan and digitize each frame and will be checked for quality including page orientation, skewing, and readability.
Indexing	Portford will perform data entry against each scanned image and check the quality of the data entry prior to import.
Import	Portford will manually import the digitized images and metadata into AX.

### 2.1 Microfiche Digitization Rates

The following table provides the rates for microfiche digitization:

Services Description	Unit	Price	Minimum Cost per Fiche
Microfiche Scanning - Standard Format Fiche	Per Image	\$0.058	\$0.780
Microfiche Scanning - Large Format Fiche	Per Image	\$0.210	\$0.650
Manual Indexing	Per fiche	\$0.060	NA

## 2.2 Estimated Cost for Budget Purposes

The following table provides the estimated cost for the microfiche digitization using the following assumptions:

- 25,000 microfiche jackets
  - 20,000 Standard Format Fiche
    - 3 images per jacket (min)
    - 70 images per jacket (max)
    - 36 images per jacket (average)
  - 5,000 Large Format Fiche
    - 3 images per jacket (min)
    - 6 images per jacket (max)
    - 4.5 images per jacket (average)

Services Description	Unit	Price	Average Images per Fiche	Estimated Cost
Microfiche Scanning - Standard Format Fiche (20,000 Fiche)	Per Image	\$0.058	36	\$41,760.00
Microfiche Scanning – Large Format Fiche (5,000 Fiche)	Per Image	\$0.210	4.50	\$4,725.00
Manual Indexing	Per Fiche	\$0.060	NA	\$1,500.00
Release to AX Configuration and Management (2 days)	Per Day	\$1,600	NA	\$3,200.00
			Total	\$51,185.00
<b>NOTE:</b> The current estimate can be used for budgeting purposes, and may well vary by up to +/- 20%.				



### 3 Terms and Conditions

This section contains the terms and conditions for the Statement of Work.

#### 3.1 Implementation Assumptions

Portford has identified the following assumptions pertinent to the project proposal. Failure to adequately address these assumptions may result in this project requiring additional time and costs to complete.

- All of the quotations for the level of consulting effort, and therefore fees, are based on our definition of the project scope and deliverables as specified in this proposal. The customer will work with the business end client to facilitate the necessary user involvement from the client representatives.
- Any potential inter-dependencies with other projects are not anticipated at this time and must be evaluated to assess impact to project cost and scheduling. Once known, Portford will immediately notify the customer in writing of any scope changes that may affect the project schedule and/or fees, and will provide a written statement of project impact and additional fees. However, Portford will not begin work on such change without formal written approval from the customer's project management.
- All key customer representatives will remain consistent through the duration of the project, and will attend scheduled project activities. Should any additional key participants be identified during these meetings, the customer will work with Portford to involve these resources in the project and make them and all key participants available as needed for the successful completion of the project.
  - *Resource Access*
    - Network Administrator
    - Subject Matter Expert (for business/process questions/issues)
- The customer is responsible for obtaining the formal sign-off of all project deliverables.

#### 3.2 Quote Terms

- **Payment Terms:** Unless otherwise agreed by parties in writing, Consulting Services will be provided on a **time and materials basis**.
- **Validity:** This SOW is valid for a period of one hundred eighty (180) days from the release date. If this SOW is signed by Customer after the expiration date, then performance of the consulting services will be at the then current list prices. The consulting services must commence within sixty (60) days of signature of this SOW by Customer, otherwise the performance of the consulting services will be at the then current list prices. The parties agree to set forth in writing, signed by the parties, such additional fees, as applicable.
- **Invoicing:** Invoices will be generated monthly. Payment is due to Portford within 30 days of invoice date.
- **Travel Expenses:** The consulting fee estimates provided herein do not include any miscellaneous expenses, including travel and per diem. Customer will be charged for actual travel and out-of-pocket expenses incurred. However, no travel expenses are anticipated for this project.
- **Cancellation Policy** Customer may terminate this SOW for convenience upon ten (10) business days prior written notice to Portford. Upon termination of this SOW, Customer will pay Portford for all fees and expenses incurred as of the date of termination, including

any expenses associated with such cancellation including, but not limited to, airline tickets and hotel.

- **Additional Work:** The inclusion of any functionality and/or services by Portford Consulting Services that are beyond the scope of activities described in this Statement of Work justifies supplementary negotiable service fees and may adversely affect the delivery timelines. Any changes to the scope of work will be set forth in writing, via a change order, and signed by both parties. Unless otherwise agreed to in writing by the parties, Consulting Services will be performed during Portford's normal business hours (Monday through Friday, 8:00am to 5:00pm PST, excluding holidays). Out of hours work may be performed if requested by the Customer and will be billed at 1.5 times the agreed hourly rate for out of hours Mon to Fri and all day Saturday. Sunday work will be billed at 2.0 times the agreed hourly rate all day. Portford must receive written approval from the Customer before performing out of hours work.

#### 4 SOW Approval

We very much look forward to working with you on this project. If you have any questions or require additional information, please feel free to contact Valerie Lauricella at (949) 390-4468.

Portford Solutions Group, Inc.

City of Palm Springs

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_