

**FORSYTH COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: DECEMBER 5, 2019

AGENDA ITEM NUMBER: _____

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SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT BETWEEN FORSYTH COUNTY AND ADVANCED IMAGING SYSTEMS, INC., FOR THE PURPOSE OF SCANNING ACTIVE CHILD SUPPORT CASE RECORDS INTO LASERFICHE DOCUMENT MANAGEMENT SYSTEM (DEPARTMENT OF SOCIAL SERVICES)

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:

Contract Amount: \$95,000, \$.043 per image and \$25.00 per box for boxing and transporting

Child Support Incentive Funds: 100% Federal Funds

Agreement to contract for an estimated 15,000 case records, approximately 1,981,000 images to be indexed, scanned, and uploaded into Laserfiche Document Management system.

CONTRACT PERIOD: December 1, 2019 - June 30, 2020

This contract provides for the imaging of all Child Support active case records to transition Child Support into a paperless environment.

This contract is for \$95,000 for the Child Support Program which is 100% Federal Child Support Incentive Funds.

ATTACHMENTS: YES NO

SIGNATURE: _____

J. Dudley Watts, Jr. /AMS
COUNTY MANAGER

DATE: December 2, 2019

RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT BETWEEN FORSYTH COUNTY AND ADVANCED IMAGING SYSTEMS, INC., FOR THE PURPOSE OF SCANNING ACTIVE CHILD SUPPORT CASE RECORDS INTO LASERFICHE DOCUMENT MANAGEMENT SYSTEM (DEPARTMENT OF SOCIAL SERVICES)

WHEREAS a request for qualifications was sent out on July 8, 2019, and proposals were received by the Forsyth County Department of Social Services (FCDSS) from vendors to provide scanning services for all Child Support Services active cases;

WHEREAS proposals were evaluated and scored by three FCDSS staff members for compliance with the request, ability to best meet service criteria, cost effectiveness, and experience in providing these services;

WHEREAS County staff compared the responses from four respondents, equalizing the estimated number of images scanned to create an equitable comparison, and determined the ranking for the four vendor quotes as follows:

NAME OF VENDOR:	VENDOR RANKING
Advanced Imaging Systems, Inc.	1
Starpoint, Inc.	2
One Source	3
Pioneer Records Management	4

WHEREAS Advanced Imaging Systems, Inc., was identified as having the best overall proposal to fulfill the requirements of the request;

WHEREAS FCDSS will be responsible for identifying the active Child Support Case Records to be imaged, approximately 15,000 case records, with 1,981,000 images, at \$.043 per image, and the vendor will be responsible for indexing, boxing, transporting, imaging, quality assurance checks and standards, at \$25.00 per box for boxing and transporting, and uploading of images into Laserfiche Document Management System in a total amount not to exceed \$95,000 for fiscal year ending June 30, 2020; and

WHEREAS it is the recommendation of the County Manager and the Social Services Director that a contract to provide imaging services for Child Support case records be awarded to Advanced Imaging Systems, Inc., in an amount not to exceed \$95,000, for the above-described project and/or subsequent scanning projects for Child Support case records from December 1, 2019, through June 30, 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Forsyth County Board of Commissioners hereby awards a contract to Advanced Imaging Systems, Inc., in an amount not to exceed \$95,000, to provide imaging services, on behalf of the Forsyth County Department of Social Services, and that all other proposals are hereby rejected; and

BE IT FURTHER RESOLVED, by the Forsyth County Board of Commissioners that the County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, an agreement with Advanced Imaging Systems, Inc., subject to a pre-audit certificate thereon by the County Chief Financial Officer, if applicable, and approval as to form and legality by the County Attorney.

Adopted this 5th day of December 2019.

Vendor	Source(s)	Files	Images	Equalized # of Images	Cost per Image	Total Scanning	Prep Cost	Total Prep/Scanning Cost	Boxing	Cost per Box	# Boxes	Boxing Total	Transport/Value	Total	Equalized number of images
ANS		15,000	1,680,000	1,981,000	\$0.043	\$72,240.00		\$72,240.00	\$9,375.00	\$25.00	375.00	\$9,375.00		\$81,615.00	\$94,558,000
One Source		15,000	1,050,000	1,981,000	\$0.04	\$42,000.00	\$32,290.00	\$74,290.00	\$0.00	\$0.00	0.00	\$0.00	\$1,780.00	\$76,050.00	\$113,298,000
Star Point		15,000	1,981,000	1,981,000	\$0.05	\$99,050.00		\$99,050.00	\$0.00	\$0.00	0.00	\$0.00		\$99,050.00	\$99,050,000
Pioneer Records Mgmt			1,500,000	1,981,000	\$0.04	\$80,000.00	\$87,788.00	\$140,028.00	\$2,100.00			\$2,100.00	\$2,703.75	\$125,691.75	\$144,831,750
Pricing Includes:															
ANS															
One Source															
Star Point															
Pioneer Records Mgmt															