



Board Agenda Item 36

DATE: November 16, 2021

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Amendment to Agreement with MetaSource, LLC.

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute First Amendment to Agreement 19-287, a countywide agreement with MetaSource, LLC. for increased archival digitization services, effective upon execution with no change to the term of June 4, 2019 through June 3, 2024 and increasing the maximum by \$2,200,000 to a total of \$3,000,000.

Approval of the recommended action will authorize MetaSource, LLC. (MetaSource) to begin the process of digitizing the physical record archives for the Departments of Human Resources and others considering digitization. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, departments will be unable to digitize the physical records. This will result in continued expenses related to storing physical records.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The recommended action will increase the maximum compensation by \$2,200,000, for a contract maximum of \$3,000,000. Costs related to these services are billed directly to user departments.

DISCUSSION:

On June 18, 2019, your Board approved Agreement 19-287 with MetaSource for document digitization services, to provide the option for departments to begin digitizing the tens of thousands of boxed documents stored in a variety of locations, beginning with the approximately 10,500 boxes of records currently stored by the Public Defender's Office.

Digitization will both lower the cost of retaining these records and allow user departments more efficient access to their historical documents. Part of the conversion process includes Optical Character Recognition (OCR), which will make these documents digitally searchable by appropriate staff. In addition, the user departments will be able to implement and automate appropriate retention schedules on record archives more easily.

Additional user departments have expressed interest in converting the physical record archives into electronic format. The Department of Human Resources is preparing to digitize approximately 595 boxes of records (approximately 1,500,000 documents), and several other departments are currently at various

stages of determining their document digitization needs.

The recommended amendment will allow the digitization of Human Resources records and adds a provision requiring that MetaSource comply with all Health Insurance Portability and Accountability Act (HIPAA) laws and regulations.

Approval of the recommended action will increase the contract maximum to allow ISD-IT to begin the process of digitizing physical record archives for Human Resources, and other user departments, as needed.

REFERENCE MATERIAL:

BAI #46, June 18, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Amendment

CAO ANALYST:

Yussel Zalapa