



# Board Agenda Item 33

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DATE: January 24, 2023

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer  
Bernice E. Seidel, Clerk of the Board of Supervisors

SUBJECT: First Amendment to Agreement with Kofile Technologies Inc.

RECOMMENDED ACTION(S):

**Approve and authorize the Chairman to execute First Amendment to Agreement A-20-442 with Kofile Technologies, Inc. for document digitization and preservation, vital record storage and digital indexing, with no change to the potential 5-year term of November 3, 2020 to November 5, 2025, and adding supplementary preservation services and increasing the maximum compensation by \$150,000 to a total of \$1,152,125.**

There is no additional Net County Cost associated with the recommended action, which will allow the Internal Services Department - Information Technology ("ISD - IT") and your Board to continue digitization and preservation services with Kofile Technologies, Inc. ("Kofile") for the Board of Supervisors (BOS). The increased funding under the recommended amendment will address higher than anticipated service needs. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommend action, the County will not be able to compensate Kofile for the unanticipated additional preservation services already provided by Kofile.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The recommended amendment will increase total compensation by \$150,000, from \$1,002,125 to \$1,152,125. Sufficient appropriations and estimated revenues for the additional costs are included in the County Administrative Office - Interest and Miscellaneous Expenditures Org 2540 FY 2022-23 Adopted Budget.

DISCUSSION:

On November 3, 2020, your Board approved Agreement A-20-442 with Kofile for document digitization and preservation services, archival-quality vital records storage system, digital indexing through QuickLink Software program for the BOS ("Agreement"). The Agreement was for a potential five-year term, including a three-year initial term with two option one-year extensions, for the period of November 3, 2020 through November 3, 2025. Kofile has sufficiently served the County under the Agreement.

The recommended amendment will increase the maximum compensation by \$150,000, to a total amount of \$1,152,125, to account for unanticipated document preservation services that have already been rendered by Kofile. During the initial assessment of the materials needing to be digitized and preserved, Kofile

mistakenly only accounted for pages with content on them for digitization services. Upon Kofile's internal review, they determined that complete document preservation necessitates preserving otherwise blank or filler pages, which they inadvertently did not account for in the initial estimates. Due to this unanticipated supplemental page count, the County has exceeded prior anticipated preservation service needs.

Kofile has agreed to a reduced rate due to this unanticipated condition. A 22% discount has been applied to the preservation services for the supplementary preservation services already rendered. The recommended amendment increases funding, as stated above, adds the electronic signature clause, and all other terms remain unchanged.

REFERENCE MATERIAL:

BAI #35 - November 3, 2020

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - First Amendment with Kofile Technologies, Inc.

CAO ANALYST:

Ahla Yang