

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTS WITH IMAGESOFT CORPORATION AND WITH GRAPHIC SCIENCES CORPORATION FOR IMPLEMENTATION OF THE PROBATE COURT SCANNING PROJECT

RESOLUTION #11-120

WHEREAS, the Ingham County Probate Court has been using Visiflow to image select documents for several years in compliance with a security copying court rule; and

WHEREAS, Ingham County has made a commitment to increase and make uniform the utilization of imaging countywide, and thereby realize greater efficiencies; and

WHEREAS, the Ingham County Prosecutor's Office and the Friend of the Court have begun to use OnBase imaging software through vendor ImageSoft; and

WHEREAS, Visiflow and OnBase cannot both be used once the newest version of CourtView is installed for use by courts, and the use of OnBase would prevent access to already created Visiflow images; and

WHEREAS, the Probate Court has a need for courtwide imaging in order to improve efficiency and document management; and

WHEREAS, Ingham County continues to be able to employ the Request for Proposal (RFP) previously administered by Genesee County that will guarantee On-Base license discounts of 20% (\$25,000 - \$50,000) or 25% (\$50,000 - \$100,000) for Ingham County departments through the end of 2012; and

WHEREAS, upon implementation of OnBase, the Probate Court plans to scan each document upon filing; and

WHEREAS, the Probate Court plans to back scan all documents in all open case files and thereby not require existing Visiflow images to be found and then converted to OnBase; and

WHEREAS, Graphic Sciences Corporation has provided quality imaging for the Probate Court in the past, and remains a preferred vendor for batch imaging, also being able to charge under the state contract; and

WHEREAS, the Probate Court plans to contract initially with ImageSoft to provide analysis and design of a comprehensive imaging solution for the court; and

WHEREAS, the analysis and design process will at least include consideration of the following: centralized vs. decentralized image capture, integration with CourtView, intra-departmental workflow automation, imaging upon docketing, integration with non-docket-based images, and image search options; and

WHEREAS, at the end of the analysis and design process, ImageSoft will provide a Functional Specification document and will use the findings to create an implementation Statement of Work (SOW) with budgetary pricing; and

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WHEREAS, the Probate Court plans to contract with Graphic Sciences for necessary batch scanning; and

WHEREAS, ImageSoft has estimated the cost the analysis and design process to be \$7,460; and

WHEREAS, ImageSoft has estimated the cost of the implementation phase of the imaging project to be within the range of \$21,000 to \$42,700; and

WHEREAS, Graphic Sciences has estimated the imaging and indexing of existing documents in open files to cost approximately \$200,000; and

WHEREAS, the Probate Court has \$25,000 in its Capital Improvement Projects budget to cover the cost of the “New Scanning System,” including the cost of analysis and design; and

WHEREAS, the Probate Court seeks the Law and Order Fund for Technology (LOFT) to cover the cost of the project in excess of the \$25,000 in the CIP budget, which would include the estimated costs of the back scanning and the implementation phase of the imaging, for a total project cost estimate within the range of \$229,000 to \$250,700.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with ImageSoft Incorporated for analysis and design at a cost not to exceed \$8,000.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes entering into a contract with Graphic Sciences Incorporated for back scanning at a cost not to exceed \$200,000.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the purchase of the hardware and software necessary to implement the functional specifications, including the purchase of client and workflow licenses, maintenance, scanners, other services, including the costs of integration with CourtView, at a cost not to exceed \$42,700.

BE IT FURTHER RESOLVED, that a total Probate Court Imaging Project Budget of up to \$250,700 is authorized with funding of \$25,000 from the existing Probate Court’s 2011 CIP Budget and additional funding of up to \$225,700 from the Law and Order Fund for Technology (LOFT).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any contract/purchase documents consistent with this resolution and approved as to form by the County Attorney.

JUDICIARY: Yeas: Koenig, Holman, Tennis, Tsernoglou, Schafer

Nays: None **Absent:** Bahar-Cook **Approved 3/31/11**

FINANCE: Yeas: Tsernoglou, McGrain, Dougan

Nays: None **Absent:** Schor, Bahar-Cook, Nolan **Approved 4/6/11**