

**MODOC COUNTY BOARD OF SUPERVISORS
AGENDA REQUEST FORM**

Date of Meeting for Which Item is Requested: September 8, 2020

Name of Requesting Party or Entity: **Kristen DePaul, Assessor**

Regular or Consent: **Regular**

Kind of Action Requested: **Consideration/Action**

Describe Specific Action Requested or Information to be Discussed:

Requesting approval and authorization for the Chair of the Board to sign a contract between the County of Modoc and Kofile for the digitization of Assessor's records not to exceed \$78,000.00, effective September 8, 2020.

This is the project that was brought to the board at the August 11th meeting that is using CARES Act funding. This project would fall under "Comply with Public Health Measures and Mitigate the Effects of COVID-19" by enhancing "telework capabilities for public employees." The Modoc County Assessor's office needs the ability to provide services to our constituents with reduced physical contact. Imaging our records is necessary to provide safe and accurate remote services to our constituents. Presently, staff still needs to come to the office regularly to exchange property sheets among appraisers and support staff. We are also limited in our ability to answer taxpayers' questions while working remotely, as we cannot see the physical sheets that are often needed for the information they specifically contain. Imaging our documents and inputting them into Megabyte would ensure that all of the information needed would be at our fingertips. Imaging our records would also reduce the risk of spread/infection by limiting the items that our staff passes back and forth to one another daily.

We are estimating 300k images costing roughly \$78,000, as an all-inclusive price. All-inclusive would include the cleaning of the files such as tape removal, staple removal, paper clip removal, mending when necessary, transportation and having files named in a format to integrate with Megabyte. This estimate is probably high as I believe the estimated number of images(pages) is more than we actually have. And we also have thousands of pages that would not need the "cleaning" because they are single sheets of vacant land in large subdivisions like Cal Pines and MRE. But we wanted to err on the side of asking too much rather than too little, as there is no way to get an actual count of the number of pages.

The vendor we are looking at using, Kofile, is a GSA vendor and a CSAC partner. I have heard that other counties' fiscal departments have determined that they did not need to go to bid to utilize CARES Act funding. I'm not sure if that is the case for all of the counties but could save us some time, if so.

The vendor confirmed with her lab that at this time they would have no issues reaching the August through October time frame/deadline. She did suggest that we start work on the project sooner rather than later as several other counties nationwide are working on projects with their company using

CARES Act funding with the same timeline. She stated that if the work is not complete by October, a schedule would be provided in accordance with the CARES Act provisions. Their labs were shut down during the first round of closures and obviously something that like would create a time crunch if they were to face that a second time. The vendor stated that if the files could be picked up in July/August, the project is estimated to be completed in 90 days.

Budget Affected: Yes

Clerk's Instructions:

Certified Copies Needed: 3

Minutes Orders Needed: 1

Date Submitted: 9/1/2020

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Agenda Item Number:6.b