



**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:

<b>NAME OF VENDOR:</b>	<b>VENDOR RANKING</b>
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 5<sup>th</sup> day of December 2019.

Vendor	Scanning	Files	Images	Equalized # of Images	Cost per Image	Total Scanning	Prep Cost	Total Prep/Scanning Cost	Boxing	# Boxes	Cost per Box	Boxing Total	Transport/Misc	Total	Equalized number of images
AIS		15,000	1,680,000	1,981,000	\$0.043	\$72,240.00		\$72,240.00							
One Source		15,000	1,050,000	1,981,000	\$0.04	\$42,000.00		\$74,299.00		375.00	\$25.00	\$9,375.00		\$81,615.00	\$94,558.00
Star Point		15,000	1,981,000	1,981,000	\$0.05	\$99,050.00	\$32,288.00	\$99,050.00			\$0.00	\$0.00	\$1,780.00	\$76,059.00	\$113,299.00
Pioneer Records Mgmt			1,500,000	1,981,000	\$0.04	\$60,000.00	\$80,788.00	\$140,028.00		0.00	\$0.00	\$0.00		\$99,050.00	\$99,050.00
												\$2,100.00	\$2,703.75	\$125,591.75	\$144,831.75
<b>Pricing Includes:</b>															
AIS	Project Mgmt, Boxing, tracking, transportation, prep, scan upload into Laserfiche, QA														
One Source	Project Mgmt, tracking, transportation, prep, scan, upload into Laserfiche, QC														
Star Point	Project Mgmt, Boxing, tracking, no indexing transportation, prep, scan upload into Laserfiche, QA														
Pioneer Records Mgmt	Project Mgmt, upload into Laserfiche, boxing, transportation, tracking, prep, scanning into 5 document types, no destruction														