

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Jenny Matter, Records Management Specialist

DATE: October 9, 2023

RE: Request for Approval – Professional Services Agreement with Cities Digital, Inc. for Access Database Migration to Laserfiche for Physical Records; October 1, 2023 – May 31, 2024

STATEMENT OF ISSUE: Records Management currently uses an Access database to track 3,000 boxes of physical records. This database is fragile: it is no longer supported and is a failure risk.

ANALYSIS: Jefferson County received a records management grant to pay for the migration of these records from the Access database to Laserfiche. Cities Digital, Inc. (CDI) has been selected to migrate data from Access to SQL, then create Laserfiche processes to import data from the SQL database to Laserfiche data fields for tracking storage of physical documents.

CDI is the most cost-effective solution for this project because we already have a well-established relationship and they are familiar with our content, filing structure and departmental organization. They will use Laserfiche components (i.e. Forms Professional, etc.) that are already budgeted expenses. CDI was the approved vendor noted in the application for the state records grant we received to pay for this project.

FISCAL IMPACT: This request is budget neutral: the entire cost (\$28,000) will be reimbursed by the Office of the Secretary of State (OSOS Contract No. G-7877).

RECOMMENDATION: Approve and sign the contract with CDI and authorize the County Administrator to sign the Statement of Work.

REVIEWED BY:


Mark McCauley, County Administrator

10/4/23
Date

PROFESSIONAL SERVICES AGREEMENT FOR

Cities Digital, Inc.

THIS PROFESSIONAL SERVICES AGREEMENT ("this Agreement") is entered into between the County of Jefferson, a municipal corporation ("the County"), and Cities Digital, Inc. ("the Contractor"), in consideration of the mutual benefits, terms, and conditions specified below.

1. Project Designation. The Contractor is retained by the County to perform the following Project: Migrate data from the Access database (which is used to track physical records) to SQL, then create Laserfiche processes to import data from the SQL database to Laserfiche entries for tracking storage of physical documents.
2. Scope of Services. Contractor agrees to perform the services identified on Exhibit "A" attached hereto including the provision of all labor.
3. Time for Performance. This Agreement shall commence on September 6, 2023 and continue through April 30, 2024. Work performed consistent with this Agreement during its term, put prior to the adoption of this Agreement, is hereby ratified. The Contractor shall perform all services pursuant to this Agreement as outlined on Exhibit "A". Time is of the essence in the performance of this Agreement.
4. Payment. The Contractor shall be paid by the County for completed work and for services rendered under this Agreement as follows:
 - a. Payment for the work provided by Contractor shall be made as provided on Exhibit "B" attached hereto, provided that the total amount of payment to Contractor shall not exceed \$28,000 without express written modification of the Agreement signed by the County.
 - b. Invoices must be submitted by the 10th of the month for the previous month's expenses. Such invoices will be checked by the County, and upon approval thereof, payment will be made to the Contractor in the amount approved. Failure to submit timely invoices and reports pursuant to Exhibit B of the Agreement may result in a denial of reimbursement. Invoices not submitted within 60 days may be denied.
 - c. Final payment of any balance due the Contractor of the total contract price earned will be made promptly upon its ascertainment and verification by the County after the completion of the work and submittal of reports under this Agreement and its acceptance by the County.
 - d. Consultant shall provide invoices and necessary backup documentation for all services including timesheets and statements (specifying the services provided). Any indirect charges require the submittal of an indirect cost methodology and rate using 2 C.F.R. Part 255 and 2 C.F.R. Part 230.

- e. The Contractor's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.
- 5. Ownership and Use of Documents. All non-confidential or de-identified documents, drawings, specifications, and other materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the County whether the project for which they are made is executed or not. The Contractor shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Contractor's endeavors. Contractor shall not be held liable for reuse of documents or modifications thereof, including electronic data, by County or its representatives for any purpose other than the intent of this Agreement.
- 6. Compliance with Laws. Contractor shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.
- 7. Audit. An audit will be submitted to the County upon request. Upon request, Contractor will submit the most recent financial audit within 30 days.
 - a. Upon request the County shall have the option of performing an onsite review of all records, statements, and documentation.
 - b. If the County finds indications of potential non-compliance during the monitoring process, the County shall notify Contractor within ten (10) days. County and Contractor shall meet to discuss areas of contention in an attempt to resolve issues.
 - c. Audit will provide statements consistent with the guidelines of Reporting for Other Non-Profit Organizations AICPA SOP 78-10, and is performed in accordance with generally accepted auditing standards and with Federal Standards for Audit of Governmental Organizations, Programs, Activities and Functions, and meeting all requirements of 2 C.F.R. Part 200, as applicable.
- 8. Indemnification. The Contractor shall defend, indemnify and hold the County, its officers, officials, employees, agents and volunteers (and their marital communities) harmless from any claims, injuries, damages, losses or suits, including attorney's fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine this Agreement is subject to RCW 4.24.115 if liability for damages occurs arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the County, its officers, officials, employees, agents and volunteers (and their marital communities) the Contractor's liability, including the duty and cost to defend, shall be only for the Contractor's negligence. It is further specifically understood that the indemnification provided

constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. This section shall survive the expiration or termination of this Agreement.

9. Insurance. Prior to commencing work, the Contractor shall obtain at its own cost and expense the following insurance coverage specified below and shall keep such coverage in force during the terms of the Agreement.
 - a. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$500,000 each occurrence with the County named as an additional insured in connection with the Contractor's performance of this Agreement. This insurance shall indicate on the certificate of insurance the following coverage: (a) Owned automobiles; (b) Hired automobiles; and, (c) Non-owned automobiles.
 - b. Commercial General Liability Insurance in an amount not less than a single limit of one million dollars (\$1,000,000) per occurrence and an aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications. The insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:
 - i. Broad Form Property Damage, with no employee exclusion;
 - ii. Personal Injury Liability, including extended bodily injury;
 - iii. Broad Form Contractual/Commercial Liability – including coverage for products and completed operations;
 - iv. Premises – Operations Liability (M&C);
 - v. Independent Contractors and subcontractors;
 - vi. Blanket Contractual Liability.
 - c. Professional Liability Insurance. The Contractor shall maintain professional liability insurance against legal liability arising out of activity related to the performance of this Agreement, on a form acceptable to Jefferson County Risk Management in the amounts of not less than \$1,000,000 Each Claim and \$2,000,000 Aggregate. The professional liability insurance policy should be on an "occurrence" form. If the professional liability policy is "claims made," then an extended reporting periods coverage (tail coverage) shall be purchased for three (3) years after the end of this Agreement, at the Contractor's sole expense. The Contractor agrees the Contractor's insurance obligation to provide

professional liability insurance shall survive the completion or termination of this Agreement for a minimum period of three (3) years.

- d. The County shall be named as an "additional named insured" under all insurance policies required by this Agreement, except Professional Liability Insurance when not allowed by the insurer.
- e. Such insurance coverage shall be evidenced by one of the following methods:
 - (a) Certificate of Insurance; or, (b) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.
- f. The Contractor shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include: (a) The limits of overage; (b) The project name to which it applies; (c) The certificate holder as Jefferson County, Washington and its elected officials, officers, and employees with the address of Jefferson County Central Services 1820 Jefferson Street, Port Townsend, WA 98368, and, (d) A statement that the insurance policy shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County. If the proof of insurance or certificate indicating the County is an "additional insured" to a policy obtained by the Contractor refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Contractor to obtain the full text of that endorsement and forward that full text to the County. Certificates of coverage as required by this section shall be delivered to the County within fifteen (15) days of execution of this Agreement.
- g. Failure of the Contractor to take out or maintain any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.
- h. The Contractor's insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies, with the exception of Professional Liability Insurance, so affected shall protect both parties and be primary coverage for all losses covered by the above described insurance.
- i. Insurance companies issuing the policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy.
- j. All deductibles in the above described insurance policies shall be assumed by and be at the sole risk of the Contractor.
- k. Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured

retention, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

- l. Any judgments for which the County may be liable, in excess of insured amounts required by this Agreement, or any portion thereof, may be withheld from payment due, or to become due, to the Contractor until the Contractor shall furnish additional security covering such judgment as may be determined by the County.
- m. Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any policy of insurance the Contractor must provide in order to comply with this Agreement.
- n. The County may, upon the Contractor's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to the Contractor.
- o. The Contractor's liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.
- p. Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.
- q. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- r. The Contractor shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates and endorsements for each subcontractor. All insurance provisions for subcontractors shall be subject to all the requirements stated herein.
- s. The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.
- t. The Contractor shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services shall be promptly replaced. All the insurance policies required by this Agreement shall provide that thirty (30) days prior to cancellation, suspension, reduction or material change in the policy, notice of same shall be given to the Jefferson County Central Services Contracts Manager by registered mail, return receipt requested.

- u. The Contractor shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- v. The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.

10. Worker's Compensation (Industrial Insurance).

- a. If and only if the Contractor employs any person(s) in the status of employee or employees separate from or in addition to any equity owners, sole proprietor, partners, owners or shareholders of the Contractor, the Contractor shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Central Services, upon request.
- b. Worker's compensation insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws.
- c. This coverage shall extend to any subcontractor that does not have their own worker's compensation and employer's liability insurance.
- d. The Contractor expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.
- e. If the County incurs any costs to enforce the provisions of this subsection, all cost and fees shall be recoverable from the Contractor.

11. Independent Contractor. The Contractor and the County agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. The Contractor specifically has the right to direct and control Contractor's own activities, and the activities of its subcontractors, employees, agents, and representatives, in providing the agreed services in accordance with the specifications set out in this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded County employees by virtue of the services provided under this Agreement, including, but not limited to: retirement, vacation pay; holiday pay; sick leave pay; medical, dental, or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Jefferson County employees. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise

assuming the duties of an employer with respect to Contractor, or any employee of Contractor.

12. Subcontracting Requirements.

- a. The Contractor is responsible for meeting all terms and conditions of this Agreement including standards of service, quality of materials and workmanship, costs, and schedules. Failure of a subcontractor to perform is no defense to a breach of this Agreement. The Contractor assumes responsibility for and all liability for the actions and quality of services performed by any subcontractor.
- b. Every subcontractor must agree in writing to follow every term of this Agreement. The Contractor must provide every subcontractor's written agreement to follow every term of this Agreement before the subcontractor can perform any services under this Agreement. The County Administrator or their designee must approve any proposed subcontractors in writing.
- c. Any dispute arising between the Contractor and any subcontractors or between subcontractors must be resolved without involvement of any kind on the part of the County and without detrimental impact on the Contractor's performance required by this Agreement.

13. Covenant Against Contingent Fees. The Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to annul this Agreement without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

14. Discrimination Prohibited. The Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, gender, sexual orientation, material status, sex, or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.

15. No Assignment. The Contractor shall not sublet or assign any of the services covered by this Agreement without the express written consent of the County. Assignment does not include printing or other customary reimbursable expenses that may be provided in an agreement.

16. Non-Waiver. Waiver by the County of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

17. Termination.

- a. The County reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Contractor.
 - b. In the event of the death of a member, partner, or officer of the Contractor, or any of its supervisory personnel assigned to the project, the surviving members of the Contractor hereby agree to complete the work under the terms of this Agreement, if requested to do so by the County. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Contractor and the County, if the County so chooses.
 - c. The County reserves the right to terminate this contract in whole or in part, with 10 days' notice, in the event that expected or actual funding from any funding source is withdrawn, reduced, or limited in any way after the effective date of this agreement. In the event of termination under this clause, the County shall be liable for only payment for services rendered prior to the effective date of termination.
18. Notices. All notices or other communications which any party desires or is required to give shall be given in writing and shall be deemed to have been given if hand-delivered, sent by facsimile, email, or mailed by depositing in the United States mail, prepaid to the party at the address listed below or such other address as a party may designate in writing from time to time. Notices to the County shall be sent to the following address:

Jefferson County Central Services
Attn: Renee Talley
1820 Jefferson Street
Port Townsend, WA 98368

Notices to Contractor shall be sent to the following address:

Cities Digital, Inc.
2000 O'Neil Road, #150
Hudson, WI 54016

19. Integrated Agreement. This Agreement together with attachments or addenda represents the entire and integrated Agreement between the County and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No representation or promise not expressly contained in this Agreement has been made. This Agreement supersedes all prior or simultaneous representations, discussions, negotiations, and agreements, whether written or oral, by the County within the scope of this Agreement. The Contractor ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in its proposal, and the supporting material submitted by the Contractor, accepts this Agreement and agrees to all of the terms and conditions of this Agreement.

20. Modification of this Agreement. This Agreement may be amended only by written instrument signed by both County and Contractor.
21. Disputes. The parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved pursuant to the terms of this Agreement shall be submitted in writing within 10 days to the County Risk Manager, whose decision in the matter shall be final, but shall be subject to judicial review. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall bear the cost of its own attorney's fees and court costs. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County. The parties agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The Contractor hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.
22. Section Headings. The headings of the sections of this Agreement are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of the sections or this Agreement.
23. Limits of Any Waiver of Default. No consent by either party to, or waiver of, a breach by either party, whether express or implied, shall constitute a consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.
24. No Oral Waiver. No term or provision of this Agreement will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing signed on behalf of the party against whom the waiver is asserted. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
25. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.
26. Binding on Successors, Heirs and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties' successors in interest, heirs, and assigns.
27. No Assignment. The Contractor shall not sell, assign, or transfer any of rights obtained by this Agreement without the express written consent of the County.
28. No Third-party Beneficiaries. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is for the benefit of any person or entity who is not a party.

29. Signature in Counterparts. The parties agree that separate copies of this Agreement may be signed by each of the parties and this Agreement shall have the same force and effect as if all the parties had signed the original.
30. Facsimile and Electronic Signatures. The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.
31. Arms-Length Negotiations. The parties agree that this Agreement has been negotiated at arms-length, with the assistance and advice of competent, independent legal counsel.
32. Public Records Act. Notwithstanding the provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, the Contractor agrees to maintain all records constituting public records and to produce or assist the County in producing such records, within the time frames and parameters set forth in state law. The Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify the County by providing a copy of the request per the notice provisions of this Agreement.
33. Confidentiality. With respect to all information relating to County that is confidential and clearly so designated, as required by the Health Insurance Portability and Accountability Act (HIPAA) and any other applicable privacy laws, the Contractor agrees to keep such information confidential. The Contractor shall not disclose, transfer, or sell any such information to any party, except as provided by law or, in the case of personal information, with the prior written consent of the person to whom the personal information pertains. The Contractor shall maintain the confidentiality of all personal information and other information gained by reason of this Agreement, and shall return or certify the destruction of such information if requested in writing by Jefferson County. This Agreement, once executed, will be a "public record" subject to production to a third party if same is requested pursuant to the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended.
34. Criminal History/Background Check. Each of the Contractor's employees, the employees of any of the Contractor's approved subcontractor, or volunteers used by the Contractor shall submit to a Washington State Patrol fingerprint identity and criminal history check before they are authorized to perform services for the Project. The County agrees to bear all reasonable costs incurred in the performance of this fingerprint identity and criminal history check. Contractors who may or will have regular access or limited access to any juveniles shall also:
- a. Require that each of the Contractor's employees, the employees of any of the Contractor's approved subcontractor, or volunteers used by the Contractor undergo not less often than once every three (3) years another Jefferson County approved criminal history and background check;

- b. Ensure all employees, subcontractors, or volunteers are knowledgeable about the requirements of RCW 13.40.570 and of the new crimes included in RCW 9A.44, Sexual Offense;
- c. Sign the Contractor Requirements for Responding to Situation of Sexual Misconduct Form, and shall submit to Jefferson County with signed Agreement.

DATED this _____ day of _____, 20_____.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

JEFFERSON COUNTY WASHINGTON

Cities Digital, Inc.

Board of County Commissioners
Jefferson County, Washington

By: _____
Greg Brotherton, Chair Date

By: _____
Signature

By: _____
Kate Dean, Commissioner Date

Name: _____

Title: _____

By: _____
Heidi Eisenhour, Commissioner Date

Date: _____

SEAL:

ATTEST:

Carolyn Gallaway Date
Clerk of the Board

Approved as to form only:



Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

October 4, 2023

Statement of Work

Jefferson County

Print Records Access Migration & RM Implementation

Main Contact:

Jenny Matter

jmatter@co.jefferson.wa.us

(360) 385-9356

Prepared by: Jeff Curtis

Date of Draft: 10/2/2023





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PROJECT SCHEDULE

Estimated Finish	Deliverable Name
04/30/2024	Project Management
11/30/2023	Migrate MS Access Data to SQL Server Database
11/16/2023	Workflow Design-Dataset in Laserfiche SQL
11/16/2023	Records Management - Discovery & Planning & Records Property Build Out
12/14/2023	Records Management - Security and Administration - One Department
12/14/2023	Records Retention/Conclusion Workflows
01/18/2024	Print Records Accession and Disposition Process
01/25/2024	Record Review Request Process
01/25/2024	Solution Overview Documentation & Training

PROJECT COST ESTIMATE

Time spent is billed per employee, per hour.

Task	Time estimated
Requirements & Documentation	0
Installation	0
Project Management	40
Consulting	0
Configuration	115
*Conversion	0
*Custom Integration	0
Documentation	0
Training	5
Travel	Per Current Policy
**TOTAL HOURS	160

* Development services not covered by a flat-fee are billed at a rate of \$300/hr. Estimates shown for these services are prorated at the client's non-development hourly rate of \$175/hr.

**If a client has an active Professional Services Package, billable time will be consumed from it. Otherwise, all time will be billed at a rate of \$175/hr. for consulting services and \$300/hr. for Development services.



PROJECT BACKGROUND

County wishes to migrate data from their Access Database to SQL, then create Laserfiche processes to import data from the SQL database to Laserfiche entries for tracking storage of physical documents they store.

PROJECT GOALS

1. Migrate all metadata for print record files from the Access database into Laserfiche.
2. Assign consistent and appropriate indexing to aid in optimized searching.
3. Apply appropriate retention properties to all entries.
4. Automate disposition logs for individual Departments.
5. Create a mechanism for tracking future print records in Laserfiche.
6. Create a process for checking in and out print records.
7. Provide staff training regarding new process and searching process.

PROJECT DELIVERABLES

Project Management

CDI will provide project management which includes ensuring the CDI team members have a clear understanding of the project scope and tasks required to realize the solution are understood and manage this project to successful completion.

Deliverable Requirements

CDI's project management team will:

- Define requirements and develop a statement of work
- Assign tasks to the project team members
- Manage communication between team members and stakeholders
- Ensure the project team works to satisfy the statement of work
- Manage change orders required for changes to the statement of work
- Verify requirements are completed and consistent with the statement of work
- Manage project closure

Work Category: Project Management

Billing Type:
Billable

Estimated Time:
40.00 hours

Estimated Finish:
04/30/2024

Migrate MS Access Data to SQL Server Database

CDI will work with the customer to migrate their existing MS Access Data to a SQL Server Database

Deliverable Requirements

Customer:

- Provide Access to SQL Server
- Provide Permissions to create a new SQL Database

CDI:

- Design a plan to map the export of the MS Access Data
- Design a plan to import the MS Access Data to the SQL Server Database created in the customer process step above

Work Category: Configuration

Billing Type:
Billable

Estimated Time:
30.00 hours

Estimated Finish:
11/30/2023

Workflow Design-Dataset in Laserfiche SQL

Build a Workflow that will create new entries in Laserfiche for the data captured in the SQL Database created in the 'Migrate MS Access Data to SQL Server Database'

Deliverable Requirements

CDI will:

- Build a Workflow that will
 - Create a 'dummy record' of each entry in the SQL Database
 - Place that record/entry into its previously defined folder structures
 - Apply indexing to each entry using all migrated information

Work Category: Configuration

Billing Type:
Billable

Estimated Time:
13.00 hours

Estimated Finish:
11/16/2023

Records Management - Discovery & Planning & Records Property Build Out

CDI staff will work with client team members by department to successfully complete preparation for their implementation. Prior to discovery and planning, client will have completed the Folder Structure and Records Management Spreadsheet.

CDI staff will build out records properties for each document type identified and will ensure each template has the required fields for Retention automation

Deliverable Requirements

To consider this deliverable successful, the following items will be completed for the Department:

- A folder structure reflecting the spreadsheet by department.
- Up to 5 templates can be indexed with proper metadata per department
- Auto Assign Workflows are mapped for the next phase of the project

Records Management - Security and Administration - One Department

CDI staff will work with client team members to successfully complete automation of the department's Laserfiche processes.

Deliverable Requirements

To consider this deliverable successful, the following items will be completed for the department:

- Autofile Workflows (which will include the auto assignment of retention properties).
- Proper security and access rights applied to all folders.

Records Retention/Conclusion Workflows

CDI will implement RME conclusion workflows that will automate: the cutoff of documents once they are closed, the notification of items when they are eligible for disposition, and the creation of disposition logs.

Deliverable Requirements

The following workflows will be implemented:

- Auto-cutoff nightly workflow.
- Disposition eligibility monthly auto-email.
- Destruction log creation (using metadata to create destruction log, destroyed by will be based on whomever runs the business process, and then delete metadata via workflow)

Work Category:
Configuration

Billing Type:
Billable

Estimated Time:
30.00 hours

Estimated Finish:
11/16/2023

Work Category:
Configuration

Billing Type:
Billable

Estimated Time:
12.00 hours

Estimated Finish:
12/14/2023

Work Category:
Configuration

Billing Type:
Billable

Estimated Time:
6.00 hours

Estimated Finish:
12/14/2023

Print Records Accession and Disposition Process

Create a process using a combination of forms and workflows that will allow different staff members throughout the County to accession their print records and create new entries in the newly built Print Records Database.

Deliverable Requirements

CDI will:

- Work with Customer to define Forms process (Fields, Lookups, Routing Information)
- WF process that implements the data from the Forms submission
- Update entries in Laserfiche with correct accession/retention information

Work Category:
Configuration

Billing Type:
Billable

Estimated Time:
12.00 hours

Estimated Finish:
01/18/2024

Record Review Request Process

Implement a process using a combination of forms and workflows that will allow staff members or public records officers request that a print record be checked out, and checked back in so as to ensure all records are properly tracked at all times.

Deliverable Requirements

CDI will:

- Work with Customer to define Forms process (Fields, Lookups, Routing Information)
- WF process that implements the data from the Forms submission
- Update entries in Laserfiche with corresponding status of request (Field Value)

Work Category:
Configuration

Billing Type:
Billable

Estimated Time:
12.00 hours

Estimated Finish:
01/25/2024

Solution Overview Documentation & Training

The CDI team will provide overview documentation upon completion of each deliverable where user interaction exists. The goal of the documentation is to provide users a clear understanding of the process configured.

It will be important to the continued process success to have key users develop an understanding of the applications and solution through the entire project, and not just rely on the final documentation to develop required knowledge.

Deliverable Requirements

The documentation will provide an overview of the solution(s) configured and will be provided in two ways. The first is a video of the process from start to finish and the second is documentation that matches the recorded video.

Work Category: Training

Billing Type:
Billable

Estimated Time:
5.00 hours

Estimated Finish:
01/25/2024

PROJECT EXCLUSIONS

1. Any items previously discussed but not explicitly defined in this document are considered outside of the project scope and will require a change request.

PROJECT ASSUMPTIONS

1. Client's Resources will be available to work with CDI's BPC during the scheduled dates for each deliverable. Client resources will support Defining Project Requirements, Providing Requirement Clarifications, Resolving Questions within Client's Organization, Performing Acceptance Testing, and Providing Test Results to CDI.
2. Schedule dates in this SOW are contingent on CDI receiving a signed copy of the SOW within 5 business days of SOW receipt by Client.
3. Hours extending beyond the hours estimated in the SOW will need a signed change request before work can continue. Reporting of project hours used and available will be provided during regular project check-in meetings.
4. Client will be available to complete acceptance testing and report test result to CDI within 10 business days after the solution is ready for testing. CDI will then evaluate and resolve defects and bugs reported that are within the scope of this statement of work within five business days of reporting
5. It is important to have a resource available who has a detailed understanding of your network and server infrastructure to update and manage required changes to support CDI.
6. It is important to identify qualified resources to perform ongoing Administration responsibilities in Laserfiche. CDI will not be providing ongoing Administration Support after this project is completed. Administration users will have the responsibility to set up user access to data and documents within Laserfiche, perform administrative configurations and monitor Laserfiche processes.
7. CDI will not be responsible for System Administration for Laserfiche outside of the initial user set up and configuration of metadata associated with deliverables in this SOW
8. CDI Engineers will be provided unsupervised access to production environments, allowing for efficient completion of product installations and solution development.
9. CDI's Business Process Consultants and Developers will have access to
10. - Laserfiche Workflow Designer
11. - Laserfiche Client

12. - Laserfiche Repositories
13. - Databases associated with Integrations and Lookups
14. - Other applications associated with this project
15. - Laserfiche Forms

PROJECT CONTACTS

Client Team

Name	Title	Project Role	Contact Info.
Jenny Matter	Records Management Specialist	Main Contact	jmatter@co.jefferson.wa.us (360) 385-9356

CDI Team

Name	Title	Project Role	Contact Info.
Bee Dishman	Account Manager	Account Manager	Bee.Dishman@citiesdigital.com 855-714-2800 ext. 129
Jeff Curtis	Project Manager	Project Manager	jeff.curtis@citiesdigital.com 855-714-2800 ext. 123
Jeremy Rupprecht	Business Process Engineer I	Business Process Consultant	jeremy.rupprecht@citiesdigital.com 855-714-2800 ext.



PRICE & PAYMENT

Invoices

Invoices will be issued upon completion of the project and/or every 30 days after the SOW is accepted and signed. Unless otherwise specified, invoices will be for actual time spent, regardless of estimated time.

Payment

Invoices are due 30 days after the date of invoice. Invoices will be paid by check or credit card by the due date or will be subject to a 18% APR for every day they are late.

Change Request Procedures

If during the process of development, the specifications need to be changed, this will be handled through the attached Change Request Form. Please copy this form, fill in the changes that are requested and submit it to your CDI Consultant.

Upon receipt the Consultant will Amend this Statement of Work and issue an Amendment. When the Amendment has been signed by CDI and your firm, it will be incorporated into the project plan.

IMPORTANT: Change requests may result in an increase in service hours and an extension of deadline. These changes will be noted in the Amendment and will supersede any deadlines or service hours estimated in the original Statement of Work.

ACCEPTANCE & AUTHORIZATION

I, the undersigned, agree to the project specifications outlined above. If I request additional functionality or request changes from above this may result in additional hours to be billed at \$175 per hour.

Signature

Date

Printed name

