



Travis County Commissioners Court Agenda Request

Meeting Date: July 8, 2014

Prepared By/Phone Number: Scott Wilson/854-1182

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 6 to Contract No. 4400001068, ImageSoft Inc., for Imaging and Document Management System and Maintenance.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

On August 21, 2012 Commissioner's Court awarded a contract to ImageSoft, Inc. for an Imaging and Document Management System for Travis County and the County Clerk's office, which included approval all four (4) phases of the project. At this time phase I has been completed and the implementation process for phase II is under way. After an extensive review of phase II it has been determined that some additional software modules are needed, which will expand the scope of the current document intake workflow process to include Clerk Review and Judge Signature Queues and ImageSoft Truesign for Probate Court.

- **Contract Modification Information:**

Modification Amount: \$54,560

Modification Type: additional software modules

Modification Period: August 21, 2013 through August 20, 2014

- **Funding Information:**

SAP Shopping Cart #: department creating shopping cart in SAP

Funding Account(s):

Comments:

Modification No. 5, approved by the Purchasing Agent on April 2, 2014, added Document Import Processor software and professional service implementation hours.

Modification No. 4, approved by the Purchasing Agent on March 3, 2014, allowed for the TrueFiling CourtRecordMDE and Indexing Automation interface component to be implemented within the Travis County network to accept filing requests from filers using the efile Texas.gov system and insert them into the OnBase system.

Modification No. 3, approved by the Purchasing Agent on October 29, 2013, granted Records Management and Juvenile Probation to OnBase Licensing.

Modification No. 2, approved by the Purchasing Agent on August 5, 2013, allowed for all Minute Traq documents to be protected so they cannot be modified in OnBase or interim storage.

Modification No. 1, approved by the Purchasing Agent on July 2, 2013, added the EDM Services Software Module.

MODIFICATION OF CONTRACT NUMBER: 4400001068 for Imaging and Document Management System and Maintenance

ISSUED BY: PURCHASING OFFICE 700 LAVACA STREET STE 800 AUSTIN, TX 78701	PURCHASING AGENT ASST: Scott Wilson TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: June 3, 2014
ISSUED TO: ImageSoft, Inc. Attn: Scott Bade 25900 W 11 Mile Road, STE 100 Southfield, MI 48034	MODIFICATION NO.: 6	EXECUTED DATE OF ORIGINAL CONTRACT: August 21, 2012
ORIGINAL CONTRACT TERM DATES: <u>August 21, 2012 through August 20, 2013</u>		CURRENT CONTRACT TERM DATES: <u>August 21, 2013 through August 20, 2014</u>

FOR TRAVIS COUNTY INTERNAL USE ONLY:
Original Contract Amount: \$716,797 Current Modified Amount: \$965,103

DESCRIPTION OF CHANGES: Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

The above numbered contract is hereby modified to expand the scope of the current document intake workflow process to include Clerk Review and Judge Signature queues and to include ImageSoft TrueSign for Probate Court. As a result of this Contract Modification, the above contract is increased by \$54,560.

Note to Vendor:
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: _____	<input type="checkbox"/> DBA
BY: _____ SIGNATURE	<input type="checkbox"/> CORPORATION
BY: _____ PRINT NAME	<input type="checkbox"/> OTHER
TITLE: _____ ITS DULY AUTHORIZED AGENT	DATE: _____
TRAVIS COUNTY, TEXAS	DATE: _____
BY: _____ CYD V. GRIMES, C.P.M., CPPO, TRAVIS COUNTY PURCHASING AGENT	
TRAVIS COUNTY, TEXAS	DATE: _____
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

25900 W. 11 Mile Rd. Ste. 100
Southfield, MI 48034

T 248.948.8100 | 888.315.3901
www.imagesoftinc.com



Original Contract No.	4400001068
Change Order:	14843
Customer Name:	Travis County
Customer Contact:	Bob Trautman
Project Name:	OnBase Implementation – Phase 2 – Civil and Probate Courts
ImageSoft Sales Contact:	Kevin Kowalkowski
ImageSoft Project Manager:	Moises Feliciano
Date:	April 28, 2014

Project Change Description

In consultation with representatives from ImageSoft Professional Services, Client has stated the following business need:

- To expand the scope of the current document intake workflow process to include Clerk Review and Judge Signature queues and to include ImageSoft TrueSign for Probate Court.

Scope

To implement the proposed Services, ImageSoft will undertake the following tasks;

- *An additional 2 queues will be added to the existing document intake workflow (diagram in Appendix A of this document).*
- *Install and configure the ImageSoft TrueSign module in the Travis County environment.*
- *Configure signatures for the Probate Judges.*

Assumptions

The following assumptions were made when estimating pricing for this change order:

- *The added scope of this PCR will affect any currently established project schedule. The ImageSoft and Customer Project Managers will determine the impact of this PCR upon the Project Schedule.*
- *Payment on this PCR will be appended to the payment for phase 2 of the existing contract. Payment amounts are noted below in the Fees section of this PCR document.*
- *No additional User and Technical Training is provided under this PCR except to add this functionality into the existing documentation.*

- No additional system documentation is provided under this PCR except to add this functionality into the existing documentation.

Fees

Premise Software				
	Product	Unit Cost	# Units	Cost
OnBase Software				
Workflow Concurrent Client SL (Qty 1-20)	WLIPC1	\$2,200	10	\$22,000
OnBase Annual Software Maintenance	OBMAINT	\$4,400	1	\$4,400
ImageSoft Software				
TrueSign™ (Integrated Electronic Signature) - provides a tool for signing documents electronically that produces an image with an actual signature. Allows users to mark document with a "sign here" flag, and allows signing by proxy. Includes electronic seals and stamps. Includes signing license for up to 20 users.	IS-ISIGN	\$15,000	1	\$15,000
ImageSoft Software Discount (20%)				-\$3,000
ImageSoft Annual Software Maintenance	ISMAINT	\$3,000		\$3,000
Premise Software Subtotal				\$41,400

The extended cost for the additional services required and specified under this PCR are \$13,160.

- Additional Onsite Discovery Hours
- Functional Specification Additional Hours
- Project Management Additional Hours
- Additional Workflow Hours
- Install and Configure ImageSoft TrueSign and Signatures
- Additional Documentation Hours
- Conduct Systems Test

The total PCR cost for Software, Services, Customer Care Support, and Estimated Travel is \$54,560.

Payment	When	Amount
Hardware & Software		
Item 1 - Pymnt for SW	Upon Delivery of Software	\$41,400
Item 2 - Pymnt for impl svcs	Acceptance of Functional Spec 25%	\$3,290
Item 2 - Pymnt for impl svcs	Upon installation of SW 20%	\$2,632
Item 2 - Pymnt for impl svcs	Conversion Complete 25%	\$3,290
Item 2 - Pymnt for impl svcs	Upon Acceptance of the System 15%	\$1,974
Item 2 - Pymnt for impl svcs	Upon System Go Live 15%	\$1,974
Total		\$54,560

Agreement

Signature on this contract along with Purchase Order are required to accept this Change Order. By signing below each party agrees to the proposed project scope and authorizes work to begin.

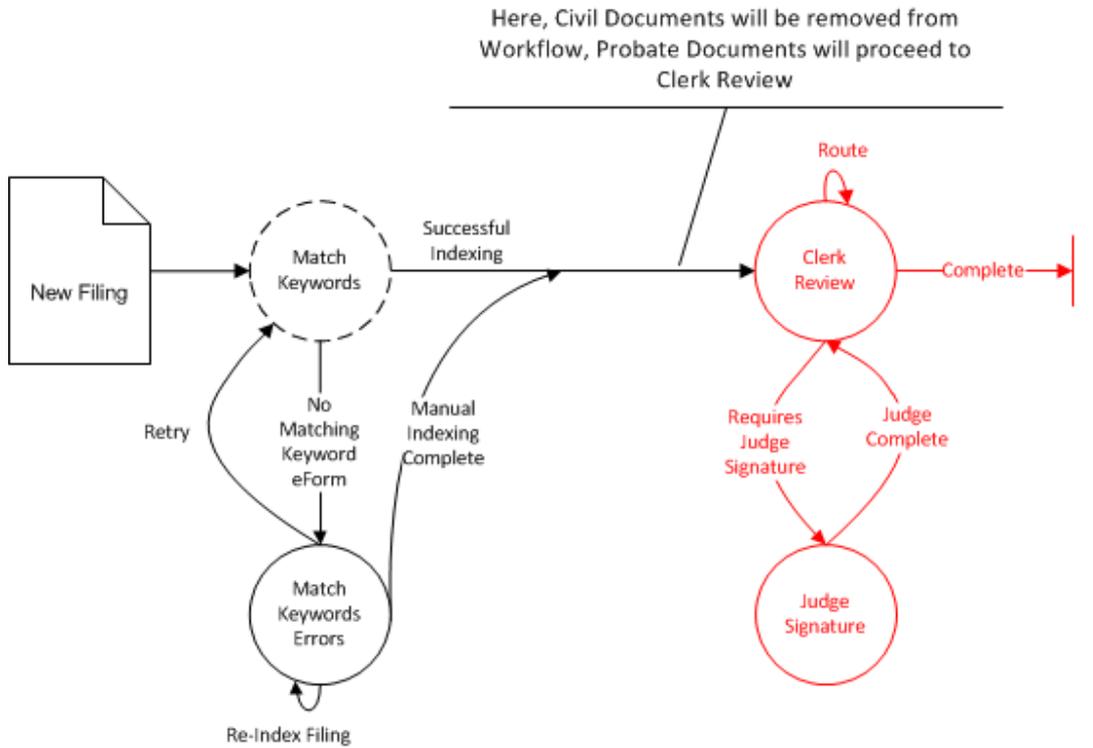
Each of us agrees that the complete agreement between us about these Services consists of 1) this Change Order, 2) the referenced Statement of Work including any previous mutually-approved Change Orders, 3) the Professional Services Agreement (“PSA”) and the System Maintenance Agreement (SMA) entered into by and between Travis County and ImageSoft.

<p><i>Agreed to:</i> Travis County 5501 Airport Blvd Austin, TX 78701</p>	<p><i>Agreed to:</i> ImageSoft, Inc. 25900 W. 11 Mile Rd., Suite 100 Southfield, MI 48034</p>
<p>By: _____ Authorized Signature</p>	<p>By: _____ Authorized Signature</p>
<p>Date: _____</p>	<p>Date: _____</p>
<p>Name (type or print): _____</p>	<p>Name (type or print): Scott Bade</p>
<p>Title (type or print): _____</p>	<p>Title (type or print): President</p>
<p>Project name: <u>Probate Workflow Expansion</u></p>	

<p><i>Internal Use:</i> Opportunity #: _____ 14843 _____ Sales Order #: _____</p>
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Appendix A:

The existing scope of workflow is shown in black. The expanded scope is shown in red. This is a high level of the overall functionality. Minor deviations to these steps may occur.





Dana DeBeauvoir *Travis County Clerk*

PO Box 149325, Austin TX 78714-9325 | **Phone:** (512) 854-9188 | **Website:** www.traviscountyclerk.org

MEMORANDUM

TO: Scott Wilson, Purchasing Agent Assistant IV

FROM: Dana DeBeauvoir, County Clerk

DATE: June 19, 2014

SUBJECT: **MODIFICATION OF CONTRACT NUMBER: 4400001068 for Imaging and Document Management System and Maintenance**

The County Clerk requests that this contract be modified to expand the scope of the current document intake workflow process to include Clerk Review and Certification Signature and to also include Judge Signature queues and to include ImageSoft TrueSign for Probate Court as well as for the County Clerk Civil and Probate Divisions. This modification also allows for such documents to be created and signed electronically without requiring the document to be scanned. As a result of this Contract Modification, the above contract is increased by \$54,560. The funds are encumbered under cart number 1000067195.

If you have any questions or need further information, please contact Denise Bell at 854-3997.

