

STATEMENT OF WORK

Background

The Superior Court of Nevada County has utilized microfilming technology to archive and provide public viewing of court files. This medium is no longer required by statute and is proving to be problematic due to the declining availability of microfilming vendors and equipment. In addition to the technology being fragile and temperamental, documents can only be viewed at a single designated viewing machine in either Courthouse. This limitation is very detrimental when the machine is down for frequent repairs.

Current Environment

The Court has operates and maintains a local Document Management System (“DMS”) for the purpose of storing and viewing the Court’s digitized paper case files. This system is accessible to authenticated users via our local area network. As part of this initiative, the Court plans to expand the repository of documents to include the ~4,000,000 document images that are being converted from microfilm.

Objectives

The court seeks to convert all inventories of “original” microfilms to digital format. Once all files have been validated and accepted, the court will subsequently import the images into our DMS and will be available electronically to staff, agencies and members and the public. The proposed project is expected to further the goals of the Superior Court:

- **Goal III:** Modernization of Management and Administration
- **Goal IV:** Quality of Justice and Service to the Public
- **Goal VI:** Branch wide Infrastructure for Service Excellence

Requirements

By submitting a proposal, Contractor agrees to the following:

- Establish Minimum Quality Level (MQL) benchmark as a means to validate digitized images will be equal to or better in quality than the images on microfilm
- Allow the Court to review and reject any converted images that do not meet/exceed the MQL at no additional cost to the Court
- Maintain all microfilms in a secure and environmentally controlled storage facility.
- Provide Court with a monthly summary of reels in their possession and reel numbers converted.
- Contractor will not send any microfilm, digitized images or other source or deliverable items outside the United States. Preferably, all film and images will remain in California.
- Contractor must agree to preserve, indefinitely, the confidential nature of any and all proceedings and/or records. The Contractor will not use or disclose any information on Court owned microfilm or converted images to any unauthorized person or entity for any reason whatsoever without the prior written authorization by the Court

Contractor's Project Lead shall:

- Be responsible for managing the end result and day-to-day project management.
- Serve as the Contractor's primary contact and work closely with Court Project Manager.
- Provide on-going status reports to Court.
- Manage, prepare, and refine the Agreement's end results.
- Proactively assist with resolution of issues with any aspect of the Work.
- Proactively anticipate project deviations and take immediate corrective action.
- Be responsible for the protection and safeguarding of courts reel films

Scope of Work

The following table delineates the various tasks and responsibilities of the Contractor.

ITEM #	TASK LIST
1	<p>Provide all labor, materials, tools, and equipment required to read and convert ~4,000,000 images stored on ~2,000 16mm Silver Halide original film rolls (100 ft) to digital format.</p> <p>Images will be digitized to 300 dpi TIFF format. Black and white images may be preferred over gray-scale unless contractor feels the latter produces a higher quality, more readable image.</p> <p>The Indexing will be by roll number and include the image number in sequence</p>
2	<p>Transport film inventory from storage facility in Sacramento, California to the Contractor's worksite on a mutually agreed upon date and time.</p> <p>Contractor may remove and possess no more than 500 rolls at a time for the purpose of microfilm conversion.</p>
3	<p>Deliver digitized images, either all at once or in smaller batches equaling no less than 100 microfilm reels. Transport media to be used (ie: disk, dvd, ssd, et al) will be negotiated between Contractor and Court and provided at the Court at their expense.</p>

Location for Deliverables

Superior Court of California, County of Nevada
201 Church St.
Nevada City, CA 95959

Facility Environment Requirements

Contractor must maintain a secure and environmentally controlled environment to prevent theft and or damage to the Courts microfilm inventory when in their possession.

Acceptance Testing and Criteria

- Delivery of properly indexed images on pre-agreed transport media or methodology.
- Court to review the deliverable and validate the images meet/exceed the MQL.
- If deliverables are rejected, Contractor will have 20 working days after receipt of notice of rejection to rectify the issue and resubmit for acceptance.

Communications

- Court will use the accompanying Acceptance Sign-Off Form (see next page) to record the “acceptance/rejection” status of deliverables.
- Court will send an electronic copy of the Acceptance Sign-Off Form to Contractor’s Project Manager.

Invoicing

- Contractor may submit invoices with deliverable. Amounts invoiced are to be pro-rated commensurate with percentage completion (based on 2,000 rolls/4,000,000 images).
- Contractor may invoice for rejected or unsatisfactory deliverables, however Court may withhold a proportionate amount until the issues are rectified.
- Detailed Payment Information is also found in Section 8.0 of the RFP.

ACCEPTANCE AND SIGNOFF FORM [SAMPLE]

Description of Services or Deliverables provided by Contractor: _____

The Services or Deliverables are:

1) Submitted on time: yes no. If no, please note length of delay and reasons.

2) Complete: yes no. If no, please identify incomplete aspects of the Services or Deliverables.

3) Technically accurate: yes no. If no, please note corrections required.

Please note level of satisfaction:

Poor Fair Good Very Good Excellent

Comments, if any:

The Services or Deliverables listed above are accepted.

The Services or Deliverables listed above are rejected.

Name: _____ **Title:** _____

Date: _____