

PROPOSAL RECORDS MANAGEMENT MOVE AND SCANNING MERA

Gladwell Governmental Services, Inc. (GGS) will provide various services related to implementing MERA's records retention policies, including preparation of selected records for scanning so they are accessible to employees and consultants remotely. Includes interface with vendor and project management.

Employee training will be provided as directed by MERA.

Records will be inventoried and labeled according to their contents, and a records inventory developed for records stored in boxes, including destruction dates.

Deliverables:

- Under the direction of MERA:
- Not to exceed five on-site days of records management implementation, including preparation of records for scanning, project management of scanning project, original records for destruction, and inventorying / management systems for remaining records.
- Training of new MERA employee

Cost not to exceed (5 days on site):	\$4,800
Estimated Travel Expense Reimbursement:	<u>\$3,500</u>
Total Not to Exceed Cost:	\$8,300

Scope of Work:

- **GOAL:**

- Place PDF images onto MERA's website (meraonline.org/)
 - Agendas and Minutes that have not been scanned already
 - Documents (where Site files will go)
 - Documents (where Resolutions will go)
- Keep current naming conventions in place (for Agendas and Minutes)

- **SCANNING SPECIFICATIONS**

- All scanning, indexing, and quality checking must be performed in the State of California (**no off-shore, out-of-state, or out-of-country services**).
- All scanning and indexing to be done in compliance with all applicable California State laws, and ANSI and AIIM standards (which are incorporated into law by reference).
- Letter Sized Documents:
 - Black & White: 300 dpi black and white PDF
 - Color: 350 dpi PDF, if color has meaning (this is not anticipated in this project)
- Indexing of documents as specified for each records series (Document naming Only.)
- Quality checking (by humans) of **images** to meet legal standards: "Images have been quality checked, and contain all significant details from the original and are an adequate substitute for the original document for all purposes for which the document was created or maintained."
- Quality checking (by humans) of **Naming conventions**.
- VRS or like technology to be used on all images to improve the quality of the scan.
- Hard-to-read images (e.g. blue mimeograph ink, dot matrix printers) will be re-scanned by the vendor at no charge so that the document is as usable as the original.
- Any damage to documents, or other anomalies or difficulties, to be promptly reported to the Agency.
- Any requests made by the Agency for images will be provided via e-mail of the scanned image within one business day.

- **DOCUMENT NAMING CONVENTIONS**

NERA System Network

<u>Site</u>	<u>Channels</u>	<u>Building (B) Tower (T) Generator (G)</u>	<u>Ownership</u>
Barnabe Mountain	7 Trunked	B, G	County of Marin
Big Rock	11 Trunked	G	Leased Site
Bodega Bay	5 Trunked	B, G	Leased Site
Stewart Point (Bolinas)	5 Trunked	B,T,G	Leased Site
Burdell Mountain	11 Trunked		Leased Site
Civic Center Prime Site			County of Marin
County Civic Center	11 Receive Only		County of Marin
Dollar Hill	11 Trunked	B,T,G	City of San Rafael
Forbes Hill	11 Trunked	B,T,G	MMWD
Mill Valley City Hall	11 Trunked		City of Mill Valley
Mount Tamalpais	7 Trunked		Leased Site
Mount Tamalpais	11 Receive Only		Leased Site
Point Reyes Hill	7 Trunked		Leased Site
San Pedro Ridge	11 Trunked	G	Leased Site
Sonoma Mountain	6 Trunked	B,T,G	Leased Site
Mt. Tiburon	11 Trunked	B,T,G	Authority
Mill Valley PSB	Microwave Only		City of Mill Valley

Sites

Site name – Document Type

Examples:

- Barnabe Mountain – Improvement Specifications
- Barnabe Mountain – Insurance
- Barnabe Mountain – Other

Agenda Packets (each meeting is a separate document):

[NERA_GB_Meeting_09-25-19_AGENDA.pdf](#) (the Website Consultant will confirm this)

Minutes (each meeting is a separate document):

[NERA_GB_Draft_Minutes_Regular_Meeting_05-08-19.pdf](#) (the Website Consultant will confirm this)

Resolutions (about 10 a year, each as a separate document):

Reso yyyy-## - (3 or 4 keywords for subject)

• DELIVERY SPECIFICATIONS

- Images & indexing delivered electronically, delivered to the Agency as mutually agreed.
- The original paper documents are returned to the Agency in the same order, in the same condition as received, and in the same box or drawer as they were sent in.
- Documents do not have to be re-stapled, but they must be placed back into the

folders and placed in the sections in the clasps for each folder they were found in. All documents, sections, and folders must stay in the same sequence as they were received.

- Guaranteed maximum turnaround time of thirty (30) calendar days from the date of notification of pickup.