

MINUTES OF THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



**3.8**  
(MT 13435)

(1)

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the of Amendment No.1 to the Professional Services Agreement with Kofile Technologies, Inc. for the Preservation and Digitization of Land Ownership Records, is continued to Tuesday, September 22, 2020 at 9:30 a.m. or as soon as possible thereafter.

(2)

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the recommendation from Counsel regarding the Amendment No.1 to the Professional Services Agreement with Kofile Technologies, Inc. for the Preservation and Digitization of Land Ownership Records, is reconsidered and continued to Tuesday, September 29, 2020 at 9:30 a.m. or as soon as possible thereafter.

Roll Call:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None

I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on September 15, 2020 of Supervisors Minutes.

WITNESS my hand and the seal of the Board of Supervisors  
Dated: September 15, 2020  
Kecia R. Harper, Clerk of the Board of Supervisors, in  
and for the County of Riverside, State of California.

By: *Pussella Rast* Deputy

AGENDA NO.  
**3.8**

xc: COB

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.8**  
(ID # 13435)

**MEETING DATE:**  
Tuesday, September 15, 2020

**FROM :** ASSESSOR-COUNTY-CLERK-RECORDER:

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER: Ratify and Approve Amendment No. 1 to the Professional Services Agreement with Kofile Technologies, Inc. for the Preservation and Digitization of Land Ownership Records, All Districts. [Total (Amendment) Cost \$1,472,001 - 100% CARES Act Reimbursement] (4/5 Vote)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve Amendment No. 1 to the Professional Services Agreement with Kofile Technologies, Inc. for the Preservation and Digitization of Land Ownership Records for additional services in the amount of \$1,472,001 through the current termination date of December 10, 2023, and authorize the Chairman of the Board to sign the Amendment on behalf of the County.
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement.
3. Authorize and direct the Auditor-Controller to make the budget adjustment as detailed in Attachment B, Schedule A.
4. Direct the Clerk of the Board to return two (2) executed copies of the Amendment to the Assessor-County Clerk-Recorder's Office.

**ACTION:**Policy

  
Douglas Cady, CH. DEP ASSESSOR/CO CLERK REC 9/8/2020

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**MINUTES OF THE BOARD OF SUPERVISORS**



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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$1,472,001	\$0	\$1,472,001	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> CARES Act Reimbursement			<b>Budget Adjustment:</b> Yes	
			<b>For Fiscal Year:</b> 20/21	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

In 2018, the County of Riverside Assessor-County Clerk- Recorder procured Preservation Services from Kofile Technologies, Inc. by utilizing Kofile Technologies' Federal General Services Administration (GSA) Schedule 70 contract (No. GS-35F-275AA). As contemplated in 2018, the purpose of the contract was for the recondition and preservation of historical documents within the County Archives. The current contract for this preservation work is valid through December 10, 2023, with the option to renew for two additional one-year periods. The County of Riverside Assessor-County Clerk-Recorder is requesting an amendment to the current contract in order to allow Kofile Technologies to convert official land record books and microfilm into digital images. This project will be funded via the Coronavirus Aid, Relief and Economic Security Act (CARES Act) funding from the federal government to cover expenses necessary to respond to the ongoing public health and economic emergency related to the COVID-19 pandemic.

**Impact on Residents and Businesses**

The COVID-19 pandemic and related County building closures have hindered the ability for the public to search official land ownership records because County buildings have needed to be closed to the public to prevent spread of COVID-19. Currently, we are able to electronically access official land records back to 1974. However, County official records dating from incorporation to 1973 must be searched on premise via microfiche or other physical modality. This requires members of the public to physically come to County offices and interact with County staff. Though not previously contemplated when the County entered into the contract with Kofile Technologies, Inc., there is now a need, due to the COVID-19 pandemic, to expand our initiative to convert official land records into electronic format dating back to 1931 and establish related indices that will enable official records searches to be conducted remotely. The ability to search these additional records remotely will help limit exposure to COVID-19 by members of the public and staff because there will not be a need to visit County offices to retrieve such records. Additionally, converting these records to electronic format will also help avoid economic disruption to private businesses and individuals when they are unable to access the physical documents due to County offices being closed and County employees working remotely. The County Clerk-Recorder produces over 20,000 copies of official land records to the public each year.



**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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The restoration, preservation, and digitization of additional land ownership records from 1931-1973 allows Riverside County staff and its residents to safely access information within these original records and preserve their historical integrity for generations and years to come.

**Additional Fiscal Information**

The proposed pricing is based on the cost to perform digitization of over 1,900,000 microfilm images. Additionally, the proposed pricing is also based on the cost to perform off-site paper scanning in lieu of microfilm conversion of approximately 1,683,000 negative photostat paper images. The amount of the amendment was not previously accounted for in the budget approved by the County as of March 27, 2020 and for the reasons expressed above, is a necessary expenditure incurred due to the public health emergency with respect to COVID-19. The department anticipates the project to be completed by December 15, 2020. All costs for this project will be submitted for reimbursement through the CARES Act.

**Contract History and Price Reasonableness**

On December 11, 2018, Agenda Item 3.9, the Riverside County Board of Supervisors approved a five-year agreement, with the option to renew for up to two additional one-year periods, with Kofile Technologies, Inc. for the Preservation of Land Ownership Records. The proposed pricing is based on Kofile Technologies' Federal General Services Administration (GSA) Schedule 70 contract (No. GS-35F-275AA). The pricing available through the schedule contract was deemed fair and reasonable through a full and open competitive bid process. The GSA Schedule 70 contracts are federal cooperative purchasing contracts that allow state and local governments to have access to products and services at competitive prices that are otherwise only available to the Federal Government, without having to duplicate the bid process.

**ATTACHMENTS:**

**ATTACHMENT A. Amendment No. 1 to the Professional Services Agreement between County of Riverside and Kofile Technologies, Inc.**

**ATTACHMENT B. Schedule A Fiscal Year 2020/2021 Budget Adjustment**

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
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Misley Wang, Supervising Accountant 9/9/2020

  
Teresa Summers, Director of Purchasing 9/9/2020

  
Gregory F. Priamos, Director County Counsel 9/10/2020