

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



ITEM: 3.4  
(ID # 13541)

**MEETING DATE:**

Tuesday, October 06, 2020

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

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER: 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% Modernization Fund] (4/5 Vote)

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

1. 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 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

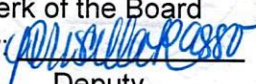
  
Douglas Cady, Clerk Assessor/CO CLK REC 9/23/2020

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: October 06, 2020  
xc: ACR, Auditor

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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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	\$ 0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: Modernization Fund</b>			<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 to allow Kofile Technologies to convert official land record books and microfilm into digital images. Digitization of these additional records will modernize the retention and retrieval of official land records within the County Clerk Recorder system. Staff will have remote access to these records to serve businesses and public citizens better during County office closures.

**Impact on Residents and Businesses**

The County Clerk-Recorder produces over 20,000 copies of official land records to the public each year. The County building closures have hindered the ability for the public to search official land ownership records. Currently, we can 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 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 remotely. The ability to search these additional records remotely will help avoid economic disruption to private businesses and individuals when they are unable to access the physical documents due to County office closures. County staff telecommuting will be able to serve the public better from remote locations by having electronic access to the documents. Also, the public will experience increased accessibility online to search and place orders for documents after normal County operating hours.

**Additional Fiscal Information**



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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 FY 20/21 budget.

**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**

 Misley Wang, Supervising Accountant	9/23/2020	 Tina Grande, Assistant Purchasing Director	9/24/2020
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 Gregory H. Priarios, Director County Counsel	9/25/2020
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FIRST AMENDMENT TO THE  
PROFESSIONAL SERVICES AGREEMENT  
FOR PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS  
BETWEEN COUNTY OF RIVERSIDE  
AND  
KOFI FILE TECHNOLOGIES, INC.

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Period of Performance:	12/11/18 through 12/10/23
Effective Date of Amendment:	10/6/2020
Original Aggregate Contract Amount:	\$1,750,000
Amended Aggregate Contract Amount:	\$3,222,001
Contract ID:	ASARC-96272-001-06/23

This First Amendment to the Professional Service Agreement for Preservation of Assessment Property Ownership Records (herein referred to as "First Amendment") is entered into by and between KOFI FILE TECHNOLOGIES, INC. a Delaware corporation, (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY").

WHEREAS, COUNTY and CONTRACTOR entered into that certain Professional Service Agreement for Preservation of Assessment Property Ownership Records, effective December 11, 2018 (herein referred to as "Agreement");

WHEREAS, COUNTY and CONTRACTOR desire to amend the Agreement to add additional services as listed in the attached Exhibit B, Digitization Proposal and to amend the maximum contract amount based on the same.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. The above recitals are true and correct, and are incorporated herein by reference.
2. The second sentence in section 3.1 of the Agreement is hereby deleted and replaced with the following: "Maximum payments by COUNTY to CONTRACTOR under this Agreement shall not exceed \$3,222,001 for the entire term of this Agreement, including option years 1 and 2"
3. The attached Exhibit B is hereby added to the Agreement as "Exhibit B."
4. COUNTY shall pay CONTRACTOR for services performed, products provided and expenses incurred pursuant to Exhibit B, in the amount not to exceed one million four hundred seventy two thousand and one dollars (\$1,472,001). COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement. Any CARES Act funding paid to CONTRACTOR prior to December 31, 2020 shall be fully expended on or before December 31, 2020, and any funds not expended shall be returned to COUNTY immediately.
5. Section 23.8 of the Agreement is deleted and replaced with the following:



FIRST AMENDMENT TO THE  
PROFESSIONAL SERVICES AGREEMENT  
FOR PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS  
BETWEEN COUNTY OF RIVERSIDE  
AND  
KOFILTE TECHNOLOGIES, INC.

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CONTRACTOR shall comply with all applicable requirements of State, Federal, and County of Riverside laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this Agreement, including but not limited to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), 42 U.S.C. § 801, subsection (d), and the provisions set forth in Exhibit C of this Agreement. Additionally, CONTRACTOR shall comply with all applicable regulations and guidelines, including, but not limited to guidance issued by the Department of Treasury, which includes but is not limited to the then-applicable Guidance for State, Territorial, Local, and Tribal Governments and the then-applicable Coronavirus Relief Fund Frequently Asked Questions.


6. Miscellaneous. Except as otherwise expressly modified herein, all other terms and conditions of the Agreement shall remain unmodified and in full force and effect.
7. Effective Date. This First Amendment to the Agreement shall be effective October 6, 2020.

FIRST AMENDMENT TO THE  
PROFESSIONAL SERVICES AGREEMENT  
FOR PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS  
BETWEEN COUNTY OF RIVERSIDE  
AND  
KOFI TECHNOLOGIES, INC.

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IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this First Amendment.

**COUNTY OF RIVERSIDE**, a political  
Subdivision of the State of California

By:   
V. Manuel Perez, Chairman  
Board of Supervisors  
OCT 06 2020

Dated: \_\_\_\_\_

**KOFI TECHNOLOGIES, INC.**, a  
Delaware corporation

By:   
~~John D. Woolf~~ HUBERT P. RUONAN  
Executive Vice President  
SENIOR

Dated: 9/28/2020

ATTEST:  
Kecia Harper  
Clerk of the Board

By:   
Deputy

APPROVED AS TO FORM  
GREGORY P. PRIAMOS  
County Counsel

By:   
Susanna Oh  
Deputy County Counsel

Dated: September 24, 2020