

# COUNTY OF NEVADA

Susan M. Horne, Assessor

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June 10, 2015

Honorable Board of Supervisors  
Eric Rood Administrative Center  
950 Maidu Avenue  
Nevada City, CA 95959

**DATE OF MEETING:** June 23, 2015

**SUBJECT:** Resolution authorizing execution of a Personal Services Contract with Capitol Digital Document Solutions, Inc. for the maximum amount of \$ 45,148.00, with the contract terms beginning July 1, 2015 through June 30, 2017.

**RECOMMENDATION:** Adopt a resolution whereby the Board of Supervisors of the County of Nevada authorize the Chair of the Board to execute, on behalf of the County, certain contract between the County and Capitol Digital Document Solutions pertaining to scanning and digital services for the Nevada County Assessor.

**FUNDING:** This expense has been budgeted in the Assessor's departmental budget for the 2015/16 fiscal year, and no budget amendment is required. There is no additional impact on the General Fund.

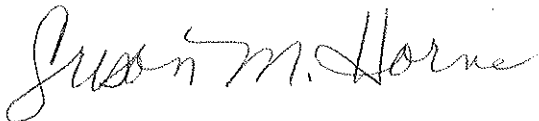
**BACKGROUND:**

In the assessment analysis process, assessor staff mark, print and save paper copies of certain locally recorded documents. These "marked" documents note important change of ownership and re-appraisability facts at points in time and are considered working documents for research needs. There are approximately 800,000 "marked" documents housed in the Assessor's Office, dating from 1970 to the present.

The physical documents occupy a significant area of precious "real estate" in our office which also houses 23 employees. I propose a two-pronged solution to go "paper-less" in processing and retaining these documents, thereby freeing up office space, conserving natural resources and increasing staff productivity: 1) To contract with a qualified document scanning firm to digitally scan and index the 800,000 archive deed documents and 2) To work with IS to set up a system to scan and index marked documents going forward, eliminating the need for paper copies.

A recent RFP process administered by IS and the Assessor was conducted to select a contractor for the scanning service. After thorough review of the 24 proposals submitted to the County from potential vendors, Capitol Digital was selected as the finalist due to its competitive all-inclusive single price point for the project. It is the only firm that included on-site packing and boxing of the 800,000 documents to be transported to their Sacramento servicing facility.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sue Horne".

Sue Horne  
Nevada County Assessor

Attachments:  
Resolution  
Contract