

RESOLUTION # 23-057

RESOLUTION OF PASSAIC VALLEY WATER COMMISSION

**RESOLUTION FOR DIGITALIZATION OF PVWC'S
ARCHIVED CLERK RECORDS UNDER THE ESCNJ DOCUMENT
MANAGEMENT COOPERATIVE**

DATE OF ADOPTION: APRIL 26, 2023

Introduced by Commissioner: **RIGO SANCHEZ**

Seconded by Commissioner: **JOSEPH KOLODZIEJ**

WHEREAS, the Commission needs to procure an IT support service to provide assistance to the Department in digitalizing PVWC's archived clerk records to assist the Commission in complying with New Jersey State procedures for business continuity and disaster recovery preparedness; and

WHEREAS, the Cooperative Pricing Agreement known as the Educational Services Commission of New Jersey (ESCNJ) Document Management Cooperative shall be used to provided outsourced IT support services to the Commission from April 26, 2023 to April 25, 2024; and

WHEREAS, in accordance with N.J.S.A. 40A:11-12, PVWC may purchase goods or services under contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and,

WHEREAS, PVWC has elected to procure the above-referenced goods and services from Foveonics Document Solutions of Clinton, New Jersey (the "Awardee") under the Cooperative Pricing Agreement, in the amount of \$65,812.00, a copy of the quotation and defined Scope of Services is attached hereto as **Exhibit A**; and

WHEREAS, N.J.S.A. 40A:11-12 of the Local Public Contracts Law provides for the awarding of said contract to the Awardee; and

WHEREAS, PVWC's Chief Financial Officer has certified, with respect hereto, that funds are currently available for said purpose and a copy of the said certification is attached hereto and made a part hereof as **Exhibit B**.

NOW, THEREFORE, BE IT RESOLVED, by Passaic Valley Water Commission, in the County of Passaic, New Jersey:

1. That the Cooperative Pricing Agreement for procurement of the above-referenced goods and services is hereby awarded to the Awardee as set forth hereinabove; and
2. That appropriate officers and employees of PVWC are hereby authorized and directed to perform such acts and execute such documents as are consistent herewith, with respect to the Cooperative Pricing Agreement as set forth hereinabove.

RECORD OF COMMISSION VOTE ON FINAL PASSAGE

	AYE	NAY	ABSTAIN	ABSENT
SANCHEZ, R.	<u>X</u>	—	—	—
COTTON, R.	<u>X</u>	—	—	—
DEPADUA, C.	<u>X</u>	—	—	—
KOLODZIEJ, J.	<u>X</u>	—	—	—
LEVINE, J.	—	—	—	<u>X</u>
VAN RENSAЛИER, R.	—	—	—	<u>X</u>
FRIEND, G.	<u>X</u>	—	—	—

Adopted at a meeting of Passaic Valley Water Commission.

	
President	Secretary
GERALD FRIEND	RUBY N. COTTON

This Resolution, when adopted, must remain in the custody of the Administrative Secretary.

CERTIFICATION

I, LOUIS AMODIO, Administrative Secretary of the Passaic Valley Water Commission in the County of Passaic, and the State of New Jersey do hereby certify that the foregoing Resolution is a true copy thereof of the foregoing Resolution duly passed and adopted by a majority of a legal quorum of the full membership of the Passaic Valley Water Commission at its duly noticed and convened meeting of the said Commission on April 26, 2023.


LOUIS AMODIO
Administrative Secretary

EXHIBIT A



Passaic Valley Water Commission



Business Continuity and Disaster Recovery

Approved Migration Path

Back File Conversion



Presented by Rob Decker

Prepared by:

***Robert Decker, Regional Sales Manager
Foveonics Document Solutions
robert.decker@foveonics.com
(484) 554-1100
www.Foveonics.com***

The Passaic Valley Water Commission (PVWC) would like to begin digitization of their archived clerk records. Foveonics Document Solutions performed a site visit and interviewed key personnel. Unfortunately, how documents are stored represent some of the greatest challenges for an end product which in this case is digitization. The documents are stored in a basement and during our site construction was taken place creating a great deal of dust. Dust on the documents, document that are not climate controlled and of course documents that are damaged due to moisture extremely hamper the quality and costs of the scanned images. Foveonics has completed over 1,000 unique document management projects.

Foveonics was awarded the ESCNJ Document Management Cooperative based on our ability to provide such services, management team, experience with NJ DORES and price considerations. While Foveonics will make every effort to scan each image, we reserve the right to inform the customer that each and every image may not be salvageable because of the integrity of the document. PVWC will not be charged for images that are not scanned. If certain documents need further remediation those will also be provided to PVWC.

Foveonics works with nearly 100 municipalities in NJ. Foveonics has scanned and now manages over 300 million Cloud Images for New Jersey Municipalities. It is imperative that Perth Amboy selects a vendor that understands NJ DORES System Certification and Destruction of Records. Foveonics has a full-time record manager that makes the process seamless. Our Software is complete with redaction and workflow allowing municipalities to perform OPRa requests at a fraction of the price.

Foveonics Evaluation and Review

1. The Passaic Valley Water Commission is not compliant with NJ State procedures for business continuity and disaster recovery preparedness. The records stored are the "original" / only copy and thus are susceptible to fire, flooding, deterioration or unforeseen incidents that would result in the permanent loss of these records. The potential loss of these records is a substantial liability to the city.
2. The clerk office staff would benefit from having these records digitized and stored in a secure cloud solution that would allow them to fulfill OPRa requests from their desk with ease, eliminating the tedious, time consuming task of locating paper records. Having these records at the staff's fingertips for easy retrieval, even remotely, would allow the city to optimize the staff's time and serve citizens faster.
3. Foveonics will work with the clerk on a day forward solution to keep the city's digitization strategy current.



Executive Summary

The proposal submitted by Foveonics Document Solutions, meets or exceeds all of the requirements for the Passaic Valley Water Commission. The Services will be as follows and will receive the lowest unit cost through the ESCNJ Cooperative:

- Boxing and Labeling
- Transportation
- Scanning of Paper Documents
- Preparation of Documents
- Indexing
- QA
- Compliance & Security Requirements
- Cloud Storage
- Training
- Expedite the paperwork for custodian of records to get the imaging system registered with NJ DORES.
- Return of the inventory to the custodian of records

Key Highlights:

Tracking the project: (Project Management)

Foveonics has created an operational methodology with checks and balances that have repeatedly proven to deliver a quality high-end product for our customers. Foveonics utilizes the most advanced project management tool that encompasses all phases of this project. *Basecamp* is utilized to capture and deliver the highest quality results. Every single step of the imaging process is documented from pick up to importing of images. **All emails, correspondence, scan & QA logs, approvals and logistics are covered**; including any project managers or contacts for Passaic Valley Water Commission. Our project management tool provides our customers with industry best practices, inventory and logistics tracking from start to finish while also providing critical date, time and name stamping at each production check point for tracking and visibility from a quality control and operations management standpoint. In addition, *BaseCamp* will provide an automated way of making requests (such as retrieval requests of active documents as needed by the township) as well as reporting and tracking problems both internally and externally.



Guaranteed Quality Control/QA:

Foveonics will apply its “best practices” quality control processes for this project. Foveonics projects are set for 100% QA. Foveonics exceeds the state requirements set forth for QA procedures. Our QA Analysts for this project have QA'd over 500 million images for local, municipal and State and educational institutions. Our QA Teams' lone responsibility is Quality Assurance which checks for wide array of specifications and ensures a professional product.

Document Scanning & Film Scanning if necessary:

Documents will be scanned on Foveonics' “best of breed” production scanners. Kodak i660s will be used to scan small format paper at 300DPI and Vidar E-size scanners will be used to scan the large format paper at 300DPI; Fujitsu 5750Cs will be used for any exception scans. All pages, will be saved as single page black and white Group IV TIFF images. **Small format paper will be scanned in duplex mode and blank images will be removed post-scanning.**

Project Organization & Management:

For this project, Robert Risberg who is the Vice President of Operations and has personally managed over 500 million images and over 200 completed projects will be the dedicated project manager. Richard Bell will be the alternate project manager, and will also allocate a set of experienced executives, technical, programming, quality assurance and operations staff that will be responsible for overseeing and carrying out the contract requirements. Foveonics will use *BaseCamp* processes and rules for all project management from pre-production to production work. *BaseCamp* allows for all communication and daily updates as well as bi-weekly updates as requested. Questions or concerns during any phase of the project can be communicated through *BaseCamp*.

Price/Best Value: (NJ State Approved Co-Op #65MCESCPS | Bid #ESCNU 22/23-11

In summary, Foveonics' experience and capacity coupled with the proposed approach for service, quality control, and project management ensures Passaic Valley Water Commission will receive the highest level of service, meeting required turn-around time, at the lowest possible cost. Over the last few years Foveonics has scanned, indexed and uploaded images for dozens of government agencies.



F. Project Approach

Foveonics will work alongside Passaic Valley Water Commission to complete all projects as needed. As outlined within the project approach, Foveonics will provide all necessary services to meet NJ DORES regulations. All aspects of the project including: milestones, tasks, correspondence, invoicing and contract documentation will be managed by Foveonics web-based project management software, *BaseCamp*. The designated faculty will be able to access *BaseCamp* in real time, allowing for a quick and simple way to track the project's status. In addition, *BaseCamp* will provide an automated way of making requests, such as retrieval requests of documents within Foveonics possession.

F.1 Transportation/Document Storage & Facility

Foveonics utilizes our own vehicles and will transport documents from Passaic Valley Water Commission to our production facility within ten days of being notified. Foveonics personnel will ensure the safe transportation of all documents to the Foveonics facility. Documents will be kept in their original boxes and bindings and placed into Foveonics' storage containers during the transportation process.

Upon receipt of a shipment, a comprehensive manifest of the shipment will be created. Each book will be logged into Foveonics' system. Bar-coded labels will be applied to each book. The bar-coded labels will contain information regarding the contents of the book, date of receipt, and client information. The inventory of the books will allow Foveonics to efficiently retrieve documents requested by authorized personnel. File requests are made via email to docreq@foveonics.com and are usually filled within 2 hours of receipt.

Once a book has been barcoded, it will be placed in Foveonics' secure pre-scanning storage room. The pre-scanning storage room is secured with a surveillance camera & dual entry access authentication (bar coded ID badge & PIN access). The pre-scanning storage room is climate controlled, has a smoke detector, and a fire extinguishing system in place. Upon completion of a particular project, Foveonics will return the books as directed by the city.



Security is a critical element in all of the Foveonics projects. Due to the sensitive nature of the material that is imaged and our New Jersey State Contract which was mandatory, we have implemented a corporate-wide security policy. This includes:

- Employee background checks
- Electronic keycard access to the production facility
- 24 Hour Video Surveillance
- Security cameras positioned at all access areas in the production facility
- Separate keycard access to server room
- *IT Disaster Recovery Plan, Crisis Management Plan
- Electronic information back-up
- Visitor sign-in procedures including log-in and escort by management
- Secure and climate-controlled facility for archival storage

R2 Document Preparation

Each document prep employee will prepare the contents of one (1) book before being supplied with another; this will help ensure the security of the documents. During the Small Document preparation process the following tasks will be performed:

- A unique tracking number will be physically applied to each file and individual drawing for inventory and tracking purposes.
- Books when applicable will be cut...All staples, paperclips, rubber-bands, pins, and post-it notes will be removed from the documents, if necessary.
- Forms and continuous-feed-paper will be separated into single pages.
- Documents will be flattened or prepared based on their condition.
- Multi-part forms will be separated and only the highest quality page will be scanned.
- Signatures and seals are will be made visible using the “charcoal stick” process. If seal is illegible post-imaging, it is labeled as such, and the original not destroyed and returned to the County in separate container marked “Permanent Records.”
- Any materials that cannot be scanned, such as poor-quality files, will be logged with the file folder that the items came from and returned to Passaic Valley Water Commission in an organized manner.
- Logs for Document Prep



H3 Document Scanning

Documents will be scanned on Foveonics' "best of breed" production scanners. All documents will be scanned, duplex, at their original size as black and white Group IV TIFFS, unless otherwise noted. Photographs and images that lose their integrity when scanned in black and white will be scanned in grey scale or color. For any documents that are still illegible, the originals will be returned to the township in a separate container marked "Permanent Record".

Small documents will be scanned on Kodak i660's at a resolution of 300 DPI and saved per folder as one multi-page TIFF. Small format documents will be scanned in duplex mode and blank images will be removed post-scanning.

The Large format documents will be scanned on Vidar Atlas P42 E-size scanners at a resolution of 300 DPI and saved as a black and white single page TIFF. These large format scanners are capable of scanning large drawings consisting of paper, Mylar, cloth and/or blueprints up to 72" x 38" in size. All large documents that have a signature, initials or original writing of any kind on the back will also be scanned.

All images will be rotated to the correct angle for viewing purposes. Images will be de-skewed and de-speckled as needed. Foveonics will utilize custom scanner operator software to log information about scanned images. Box ID, Scanner Operator name, date and time of scan, and source document quality grades, along with other information pertinent to Foveonics operations will be logged.

Foveonics' scanner operators will ensure that scanners are maintained so that quality images are produced. Scanner cameras will be regularly cleaned to prevent lines from appearing on the images. Rollers will be clean and periodically changed to ensure minimal double-feeds. Should poor quality images, or double feeds occur during the scanning process, the scanner operator will delete the poor-quality images, rectify the problem causing the quality / double-feed issue and commence scanning with the page after the last quality image captured. Fujitsu 5750Cs will be used for any exception scans.

- Poor images are always logged and Passaic Valley Water Commission will be notified
- Foveonics will "charcoal stick" raised seals when necessary
- Foveonics is familiar and meets all NJ DORES requirements for scanning
- Logs will be kept for all scanning operations
- Small and large illegible post-imaging documents will be labeled as such, the originals will be segregated out and returned to the city in a separate container marked "Permanent Records"

Reminder every single phase of this project is logged into our interactive software, BaseCamp



P.4 Microfilm Conversion (If Applicable)

Foveonics offers Microfilm Conversion in the ESCNJ Cooperative, and if any phases consist of Microfilm Conversion, Foveonics will provide at the best possible cost.

P.5 Quality Assurance

Foveonics Quality Assurance Analyst will inspect every image to verify that quality standards are met according to NJ DORES specifications. Any images that are deemed unsatisfactory will be logged into the QA application database and rescanned. The rescanned images will be re-inspected and then moved into place, overwriting the poor-quality image. Every single image is inspected by our QA managers. QA cannot be effectively done while scanning.

Along with ensuring the quality of the produced images, the Foveonics QA Analysts will perform the following tasks:

- Blank images removed.
- Images are de-skewed and de-speckled as needed.
- Images rotated so that they are oriented in a “read right” fashion, if necessary.
- Quality grades are assigned to each large document scan.
- QA logs kept and will be provided to the County upon completion of the project.
- Foveonics will assign a quality grade to each Large Document scan.

The quality grade is based on the quality of the original and the quality of scan and will have three gradations that denote:

- I. Perfect scan, no data lost or image deterioration.
- II. Good scan, no data lost but some image deterioration.
- III. Poor scan, data lost and or major image deterioration



16.6 Indexing/ Digital Images/RDMS

Foveonics will utilize the “double key stroke” methodology to ensure the optimal accuracy of the created digital index. Two Foveonics’ Indexers will keystroke documents. The indexing will be significant to the end result of the project. Foveonics’ Indexing Staff have been responsible for nearly 100 municipality’s projects and a New Jersey State Contract.

➤ Mins
By Year

➤ Resolutions
By #
By Year

➤ Ordinances
By #
By Year

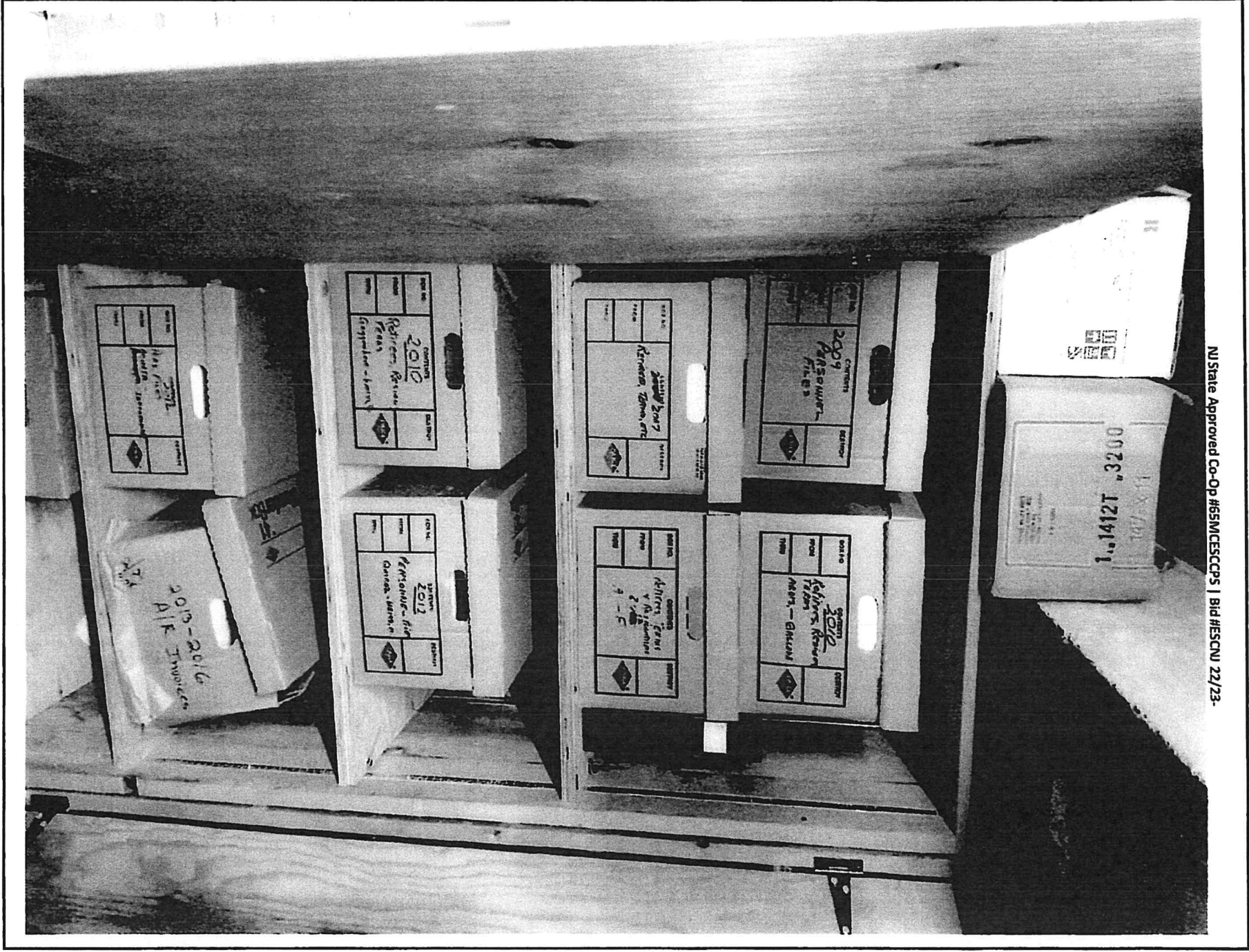
Agendas are a part of the mins

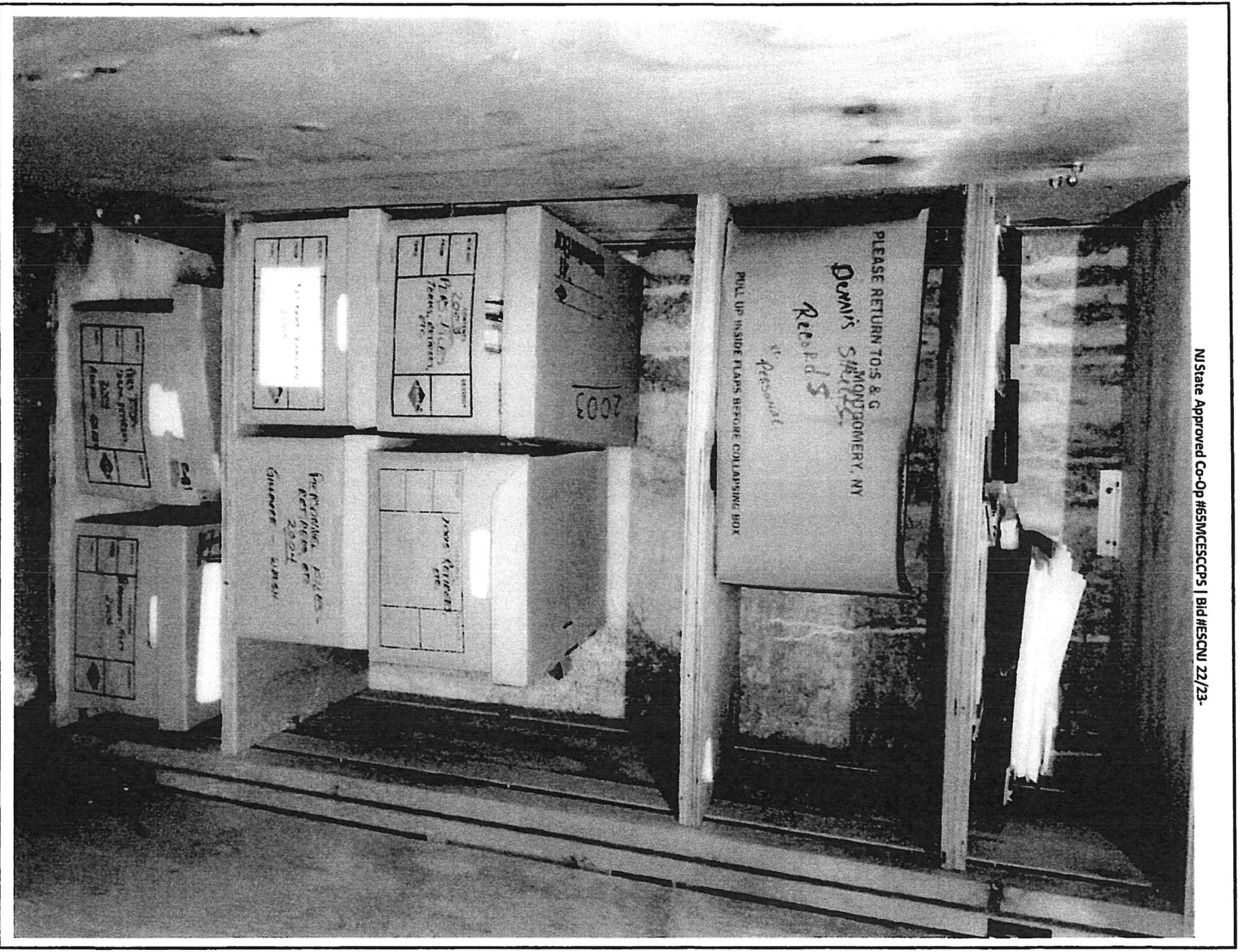
Your designated project manager will confirm indexing criteria with the clerk before the project commences.

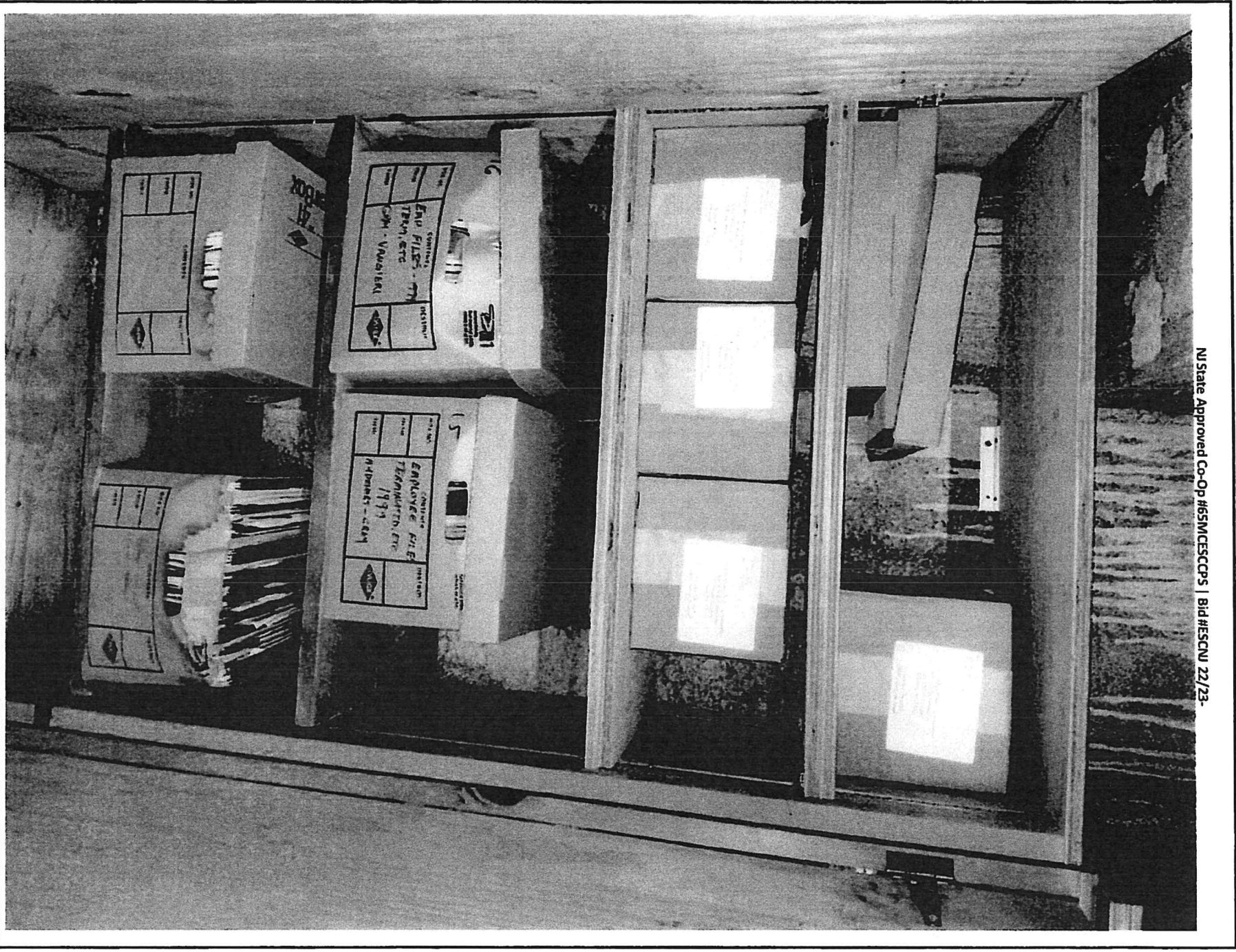


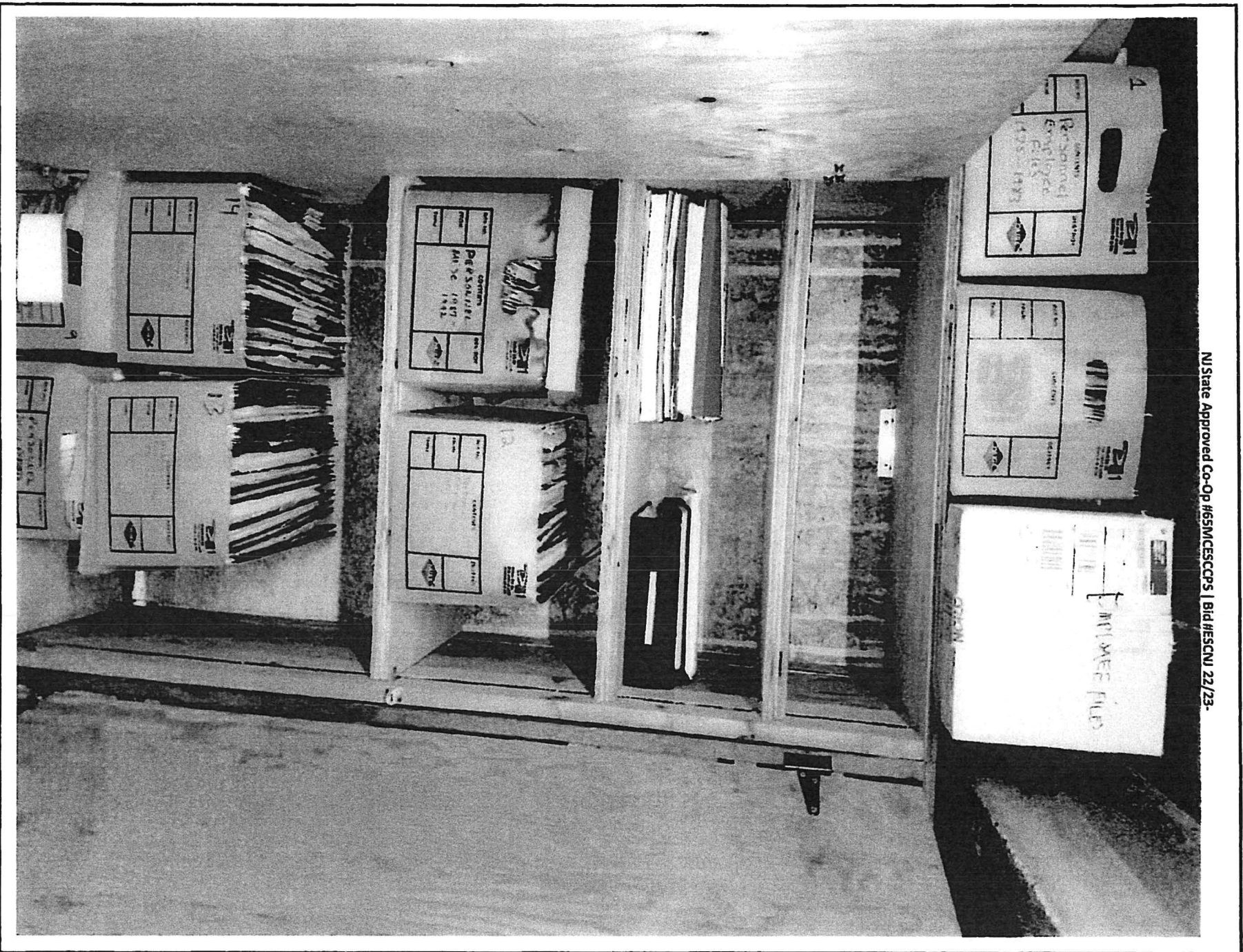


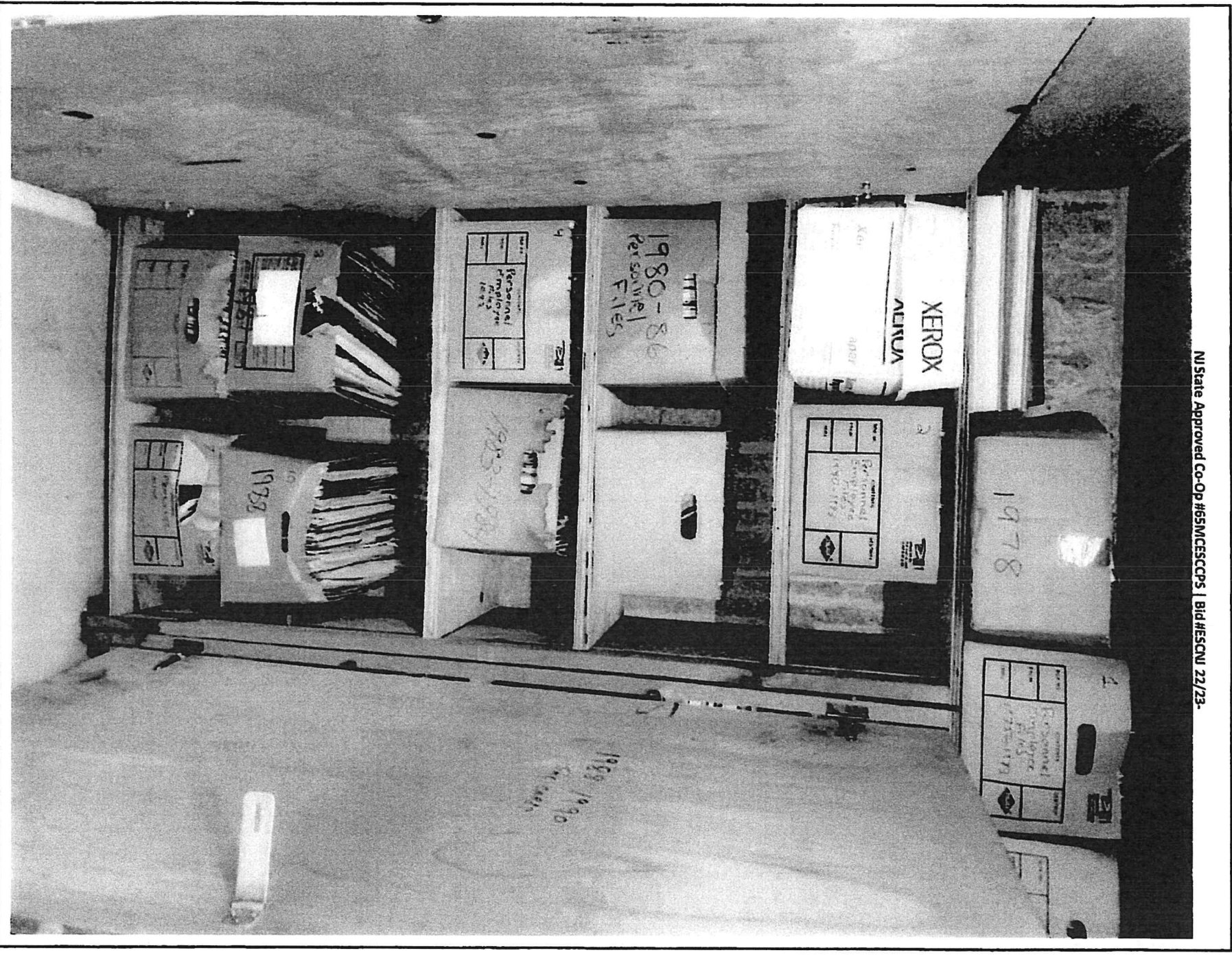


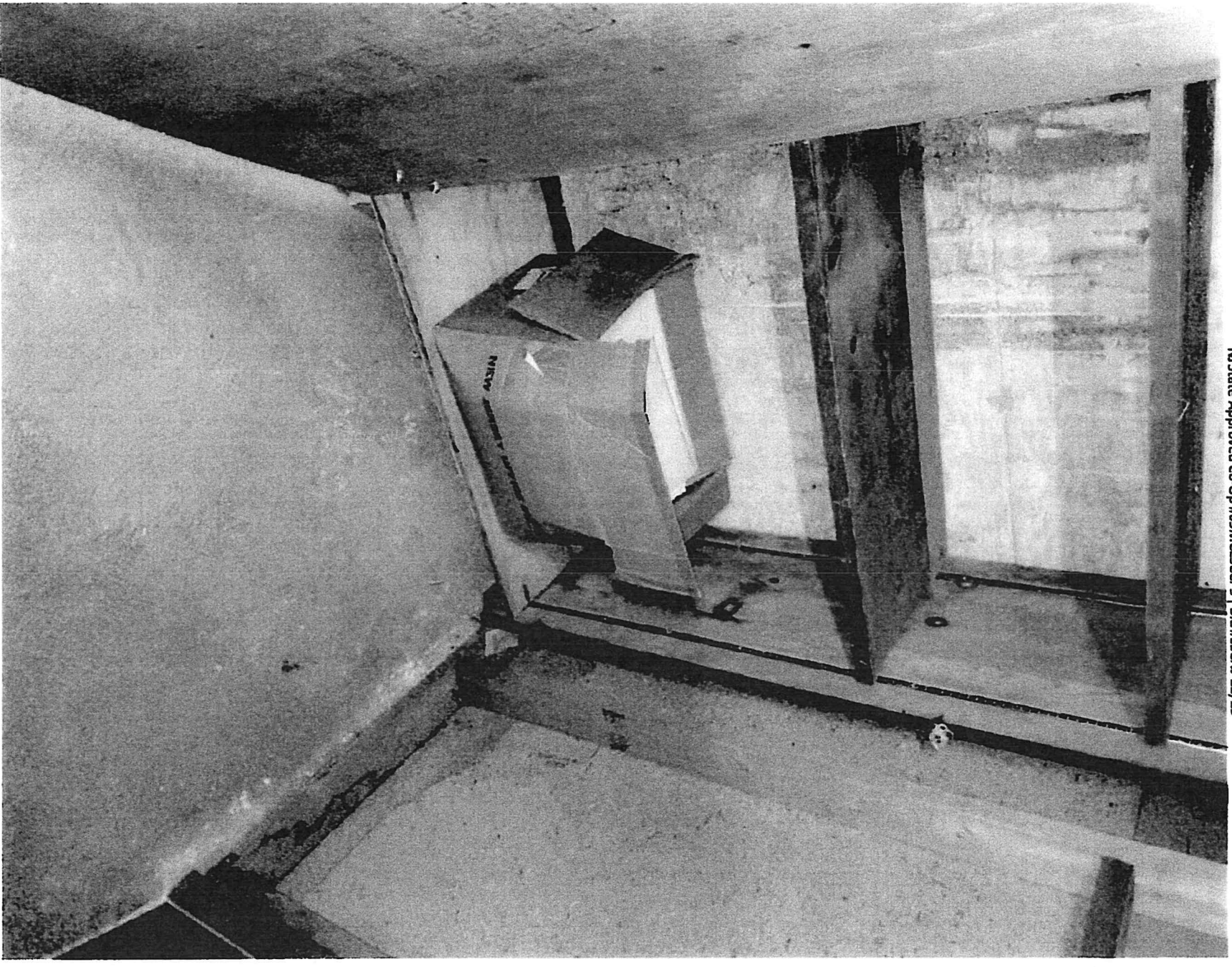












F.7 Destruction
N/A

F.8 Funding

American Rescue: Government agencies can use the funds for "Improving coordination among state, local, tribal and other entities to slow the spread of Covid-19 as they have done with the Cares Funding thus far.

Grant Administrator's across NJ have approved the project as a COVID 19 related safety mechanism for many reasons:

- 1) Reducing the need for the public to enter the building to process paperwork.
- 2) Reducing the need for staff to touch and pass around physical files.
- 3) Gaining digital access 24/7 to records, including working remotely.
- 4) Providing a digital footprint for OPRA records.
- 5) Placing all images on their website reducing the need for OPRA.

F.9 Estimated Costs for various Clerks Documents including minutes, ordinances and resolution books

PVWC - Dry Files				
Pickup / Delivery	Pickup / Delivery	\$1.00	160	\$160.00
Boxing and Labeling of Files	Hourly	\$18.00	245	\$4,410.00
Preparation of Files	Hourly	\$18.00	1.150	\$20,700.00
Indexing of Files	Per File	\$0.0500	24,440	\$1,222.00
Imaging of Files - Small Format	Per Image	\$0.0390	244,000	\$9,516.00
Sorting of Blueprints	Hourly	\$18.00	0	\$0.00
Imaging of Files - Large Format	Per Image	\$0.4900	0	\$0.00
Quality Assurance	Hourly	\$18.00	610	\$10,980.00
Total				\$46,988.00

 **Foveonics**

PVWC - Wet Files				
Pickup / Delivery	Pickup / Delivery	\$1.00	100	\$100.00
Boxing and Labeling of Files	Hourly	\$18.00	150	\$2,700.00
Preparation of Files	Hourly	\$18.00	399	\$7,182.00
Indexing of Files	Per File	\$0.0500	24,440	\$1,222.00
Imaging of Files - Small Format	Per Image	\$0.0390	50,000	\$1,950.00
Sorting of Blueprints	Hourly	\$18.00	0	\$0.00
Imaging of Files - Large Format	Per Image	\$0.4900	0	\$0.00
Quality Assurance	Hourly	\$18.00	145	\$2,610.00
Total				\$15,764.00

Cooperative unit pricing is always utilized and the Passaic Valley Water Commission will only be billed for actual images produced.

Yearly costs

Service	Unit	Unit Cost	Estimated Volume	Total
DocumentSync2 Software annual costs	Per GB /Per Month	\$7.50	30	\$2,700.00
Web Based annual costs	Per Repository Per Month	\$30.00	12	\$360.00



Foveonics

Things to consider when evaluating a vendor:

- Experience – Foveonics images more government records than any other vendor in NJ. We have imaged records from the district attorney's office to titles for the NJDMV and just about every county office in the state. We are subject matter experts on municipal records and have designed several software solutions tailored to your sector.
- NJ DORES APPROVAL – Does the Imaging system meet the states requirements for registration? If the system is not approved by the state, the records within it are not deemed a permanent record, therefore the physical files cannot be destroyed.
- Is the vender a re-seller of the solution? Foveonics builds the software to each government agencies specifications and because there is no middle man to wait on, our end users get a direct line of contact to responsive, top-notch support, whenever they need it.
- DPI – A measure of the resolution.
 - The state requires a minimum of 200 DPI, Foveonics scans at 300 DPI. This gives you the best resolution possible without slowing the system down.
 - Scanning at 200 DPI would not allow for OCR and would not meet the state standards to register the system.
- Does the vendor use automated indexing for the project?

Foveonics uses "Double Key" methodology to ensure that the indexing is correct. If the indexing is subpar, it will diminish the value of the data base over time.
- Does the vendor have quality assurance protocols in place to ensure each image is of high quality or is that done at the time of scanning?

Foveonics reviews each and every image and does not programmatically delete pages as there could be information that is pertinent to the file. Each page is inspected for Quality Assurance after it is initially scanned.
- Are Seals raised on large format documents?

Foveonics images the raised the seals on large format documents.
- Does the software include redaction or is there an additional charge for that feature?

Foveonics Software includes redaction as a standard feature for all of our customers and no additional cost.
- Does the software have OCR (Optical Character Recognition, which means the ability to search by keyword)?



Here's what our customers are saying.....

Eastampton Township

"Foveonics has allowed Eastampton Township to transition our record keeping to the digital age with ease. It is so much more efficient than paper-based records, is available for our Township employees to quickly access the information whenever they want, from any location. They no longer need to come to the Municipal Building to search through boxes and files for a document. It is such a time saver! Foveonics is the perfect partner to work with for a simplified method to access information independently, quickly, and easily. The process for retrieval of records was seamless, and communication was continuous at all times. The representatives were great to work with, and on-site demeanor was wonderful. The entire process including records destruction was fully explained."

**Kim-Marie White, RMC/CMC/MMC/CMR/QPA
Eastampton Township
Township Clerk/Township Manager/Registrar**

Bordentown Township

"I am writing to let you know how pleased we are to be working with Foveonics. With the bulk of our construction permits now imaged, retrieving documents in response to OPRA requests is easy and efficient. As we have moved to imaging other departments, we appreciate your knowledge, understanding and assistance as we have partnered together to work with DORES at the State level to receive imaging and destruction approvals. Your comprehensive approach to tackling the record management tasks is very much appreciated!"

Marcia Santucci Carrington, RMC, CMC

Moorestown Township

"Moorestown Township has, for the past several years, utilized the services of Foveonics to digitalize (annually) its construction permit application files. These services have helped the Township staff retrieve our records in an effective and efficient manner. The process also allows for records destruction, resulting in available space for records currently being created. Foveonics is not a "one-size fits all organization." The staff listens to your individual needs and, with your budget in mind, helps to customize a plan that will assist you in meeting those needs and your overall goals."

**Patricia Hunt
Clerk**



Acceptance and Authorization

The terms and conditions of the **Professional Services Agreement** apply in full to the services and products provided under this Statement of Work.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

Passaic Valley Water Commission:

Foveonics Document Solutions:

Full name	Full name
Title	Title
Signature	Signature
Date	Date



EXHIBIT B

OFFICE OF THE COMPTROLLER

CERTIFICATION OF AVAILABILITY OF FUNDS

It is hereby certified that subject to Commission approval of future Budgets, with respect to multi-budget year contracts, there are or will be sufficient available funds for expenditures to be incurred as result of any contract or commitment to be entered into by Passaic Valley Water Commission as follows:

Description of Project or Contract: **Digitalizing Archived Clerk Records
Cooperative Pricing Agreement –
ESCNJ – Fovenoics Document Solutions**

Amount of Project or Contract: \$65,812.00 – Foveonics Document Solutions
1. Acct: #- 001-0901-419-33-01 Computer Consulting

Specific Appropriation to which expenditures will be charged: Capital Budget 2023

Other comments: One Time Purchase – Outsourced Services for Digitalization of
Archived Records

Date of Certification: April 26, 2023

Certified: \$65,812.00

Yitzhak Weiss
Comptroller and Chief Financial Officer

YW:lb
