

Konica Minolta Change Control

Title:		LFUCG - Planning Services Department	Project:	Planning Commission Binders
Date:		2/23/2024		
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Proposed Change Description:

LFUCG Planning Services - Implements the adopted comprehensive plan; coordinates development activities; issues zoning compliance permits; provides staff support for the Planning Commission and Board of Adjustment. As a result, the Board and Commissions must retain all documentation related to these plans and activities.

LFUCG Planning has a large volume of Minute Books, Agenda / Minutes from the Planning Commission, Board of Adjustments, and Paris Pike Corridor that must be retained as they are the only complete copy representing the final work product. These books are currently taking up a large portion of space and, if digitized, would make that space available and serve as a disaster recovery copy.

The Planning Services department is currently storing all records on cabinet shelving and filing cabinets and is looking to have those records digitized and moved over into OnBase as an initial project phase.

Project Specifications - General

The processes listed below will be utilized for all projects under this Proposal, subject to Konica Minolta approval or adjustment. The project scope of work will be agreed upon during the Kickoff meeting.

- There will be one person at and one at Konica Minolta responsible for the logistics and transportation of the documents.
- Shipping will be billed as incurred.
- Konica Minolta will scan the documents at 300 DPI.
- All documents will be captured in black and white and autocolor.
- All content will be removed from binders to be scanned. Content on the binder will not be scanned and the binders will be disposed of and not returned to the boxes.
- All data and images will be thoroughly tested via software to ensure all the images associated with the database are viable and uncorrupted.
- Destination document repository:
 - OnBase
- KM will deliver multipage TIFF files with an OnBase DIP file.
- All data deliveries will be made via Secure FTP (SFTP) unless specified otherwise in this Proposal.
- For double-sided (duplex) projects, Konica Minolta will apply our proprietary auto-assisted manual blank page review, Blank Page Eradicator (BPE). Most vendors use a method referred to as auto drop-out to delete suspected blanks. The typical threshold used is 2,500 bytes.

We have found content, such as signature pages or fax headers/footers, that is less than 850 bytes. Using a 2,500-byte threshold would cause the loss of vital data. Using a threshold of less than 850 bytes would result in the delivery and payment of blank pages.

Konica Minolta uses BPE to ensure only blanks are deleted, and no content is lost. This process also ensures that pages with “bleed-through” that would have survived a 2,500-byte drop-out are deleted.

- Konica Minolta performs a proprietary post-process review that identifies and corrects possible “piggyback” documents. Piggy-back documents occur when a barcode slip sheet is not detected by the scanner, resulting in two files being combined. This condition effectively loses the second document, making it almost impossible to find a post-scan.

Project Specification – Planning Commission

The project specifications listed below will be reviewed and agreed upon during a document review.

- There are 96 Binders that are 3.375 inches per binder, containing 100% double-sided (duplex) pages. For purposes of this Proposal, it is assumed that the percent is 100% duplex.
- Document preparation will consist of removing staples, taping up Post-it notes on separate sheets, applying bar-coded slip sheets, and extracting and recording index values. *Planning Commission documentation is prepared Bi-Monthly therefore, there are tabs with a date for each meeting.* The files will be unitized at the Meeting level, creating a single document for each meeting and multiple documents per Binder.
- It is estimated that there is an average of 1,280 images per binder.
- The files contain primarily 8½”x11” pages but may contain pages up to 8½”x14” and large format maps. The maps must be placed in the same location digitally as they are physically. This process will require special processing by the BPO center.
- The Planning Commission books will be indexed by the Meeting Date:
 - *Body* - For Ex *Planning Commission*
 - *Year*
 - *Date*
 - ImageSource
- Doc Type Group: Planning
- Doc Type: Meeting Minutes
- The files contain a mixture of black and white (bitonal) and color pages. Color items will be captured as auto-color.
- Auto Color Detect will be applied to all images. This automated color detection function will attempt to scan the page in color if the color threshold is met. Auto Color Detect does not guarantee 100% capture of color images or color markings on images.

Project Specification – Board of Adjustment

The project specifications listed below will be reviewed and agreed upon during a document review.

- There are 66 Binders that are 2.67 inches per binder, containing pages that are 100% double-sided (duplex) pages. For purposes of this Proposal, it is assumed that the percent is 100% duplex.
- Document preparation will consist of removing staples, taping up Post-it notes on separate sheets, applying bar-coded slip sheets, extracting and recording index values, and discarding the binders.
 - *Board of Adjustment documentation is prepared Monthly; therefore, there are tabs for each meeting/month of the documentation within the binder.* The files will be unitized at the Meeting level, creating a single document for each meeting and multiple documents per Binder.
- It is estimated that there is an average of 912 images per document/binder.
- The files contain primarily 8½"x11" pages but may contain 8½"x14" and large format maps. The maps must be placed in the same location digitally as they are physically. This process will require special processing by the BPO center.
- The Board of Adjustment binders will be indexed by meeting date:
 - *Body - Board of Adjustments*
 - *Year*
 - *Date*
 - *ImageSource*
- Doc Type Group: Planning
- Doc Type: Meeting Minutes
- The files contain a mixture of black and white (bitonal) and color pages. Color items will be captured as auto-color.
- Auto Color Detect will be applied to all images. This automated color detection function will attempt to scan the page in color if the color threshold is met. Auto Color Detect does not guarantee 100% capture of color images or color markings on images.

Project Specification – Paris Pike Corridor

The project specifications listed below will be reviewed and agreed upon during a document review.

- There are 4 Binders that are 3.75 inches per finder, containing 100% double-sided (duplex) pages. For purposes of this Proposal, it is assumed that the percent is 100% duplex.
- Document preparation will consist of removing staples, taping up Post-it notes on separate sheets, applying bar-coded slip sheets, extracting and recording index values, and discarding the binders.
 - *Paris Pike Corridor documentation is prepared Quarterly; therefore, there are tabs for each meeting/quarter of the documentation within the binder.* The files will be unitized at the Meeting level, creating a single document for each meeting and multiple documents per Binder. *A single binder may have more than 1 year.*
- KM will discard the binders after prep.
- It is estimated that there is an average of 1,153 images per document/binder.

- The files contain primarily 8½"x11" pages but may contain 8½"x14" and large format maps. The maps must be placed in the same location digitally as it is physically. This process will require special processing by the BPO center.
- The Paris Pike Corridor binders will be indexed by the meeting date:
 - *Body - Paris Pike Corridor Commission*
 - *Year*
 - *Date*
 - ImageSource
- Doc Type Group: Planning
- Doc Type: Meeting Minutes
- The files contain a mixture of black and white (bitonal) and color pages. Color items will be captured as auto-color.
- Auto Color Detect will be applied to all images. This automated color detection function will attempt to scan the page in color if the color threshold is met. Auto Color Detect does not guarantee 100% capture of color images or color markings on images.

Project Specification – Exhibits

The project specifications listed below will be reviewed and agreed upon during a document review.

- There are 5 file drawers full of exhibits, 28 inches per drawer, that must be included with the minutes. For purposes of this Proposal, it is assumed that the percent is 100% duplex.
- *The documents are in manila envelopes in the filing cabinets. Document preparation will be performed by the customer, ie, the removal of staples and the identification of index values (Body, Year, Date) required for each envelope. Each exhibit is unitized at the manila envelope level, creating a single document for each envelope.*
- *It is estimated that there is an average of 25 images per envelope/document.*
- *The files contain primarily 8½"x11" pages but may contain 8½"x14" and large format maps. The maps must be placed in the same location digitally as they are physically. This process will require special processing by the BPO center.*
- *The Exhibits will be indexed by:*
 - *Body -*
 - *Year*
 - *Date*
 - ImageSource
- *Doc Type Group: Planning*
- *Doc Type: Meeting Minutes*
- The files contain a mixture of black and white (bitonal) and color pages. Color items will be captured as auto-color.
- Auto Color Detect will be applied to all images. This automated color detection function will attempt to scan the page in color if the color threshold is met. Auto Color Detect does not guarantee 100% capture of color images or color markings on images.

White-Glove Packing

Konica Minolta will provide white-glove packing and transportation; the following services will be provided:

- On-site inventory and box labeling.
- Management of un-shelving and loading for transportation.
- Create box-level manifests, including box number and first and last folder tab.
- Detailed chain-of-custody form.

Transportation:

The documents will be transported to the Konica Minolta processing center via a secure cargo truck. Our drivers do not make any additional pickup stops during transit and will not leave the truck unattended at any time. Prior to transporting documents, both LFUCG and Konica Minolta will review and sign off on the final manifest. Both LFUCG and Konica Minolta will retain a physical copy of the signed manifest. This manifest will be reviewed upon arrival at the Konica Minolta processing center to ensure all contents are accounted for. Each document container is then logged into the Konica Minolta batch/container management system for tracking throughout the capture and return process.

Within 30-days following final data delivery, LFUCG will confirm with KMBS if they elect to either pick up the completed boxes or have KMBS transport them to the LFUCG Archive.

Client Responsibilities

- LFUCG OnBase Systems Administrator will be responsible for Business Analysis related to the OnBase setup and configuration with the Business Unit.
- LFUCG OnBase Systems Administrator will be responsible for creating the OnBase DIP process to export and load the scanned documents into OnBase
- LFUCG OnBase Systems Administrator will be responsible for the OnBase setup. This may include, but is not limited to, the following:
 - User Group and Permissions
 - Document Type Groups
 - Document Types
 - Keywords
 - Custom Query/Retrieval Options
- LFUCG OnBase Systems Administrator will be responsible for the configuration of Full-Text Search: The documents will be OCR'd for full-text search capability, and that will be performed during OnBase ingestion
- LFUCG will communicate the OnBase Configuration to the Konica Minolta project team to ensure alignment with the BPO setup and configuration.

Project Estimated Pricing Summary

LFUCG has a backfile of hardcopy documents estimated at over 235,713 pages. These are detailed below. The estimates provided for the purposes of pricing are based upon the number of pages estimated by Konica Minolta during a site visit and clarified by phone. LFUCG will be billed based on the unit pricing below for **actual** pages processed.

BACKFILE CAPTURE – UNIT PRICING

Service and Description	Unit Pricing
Scanning at 300 DPI (per standard page)	6¢
Scanning at 300 DPI (per Large Format page)	\$2.00
Slip Sheet Printing (per document)	3.1¢
Indexing (per field, per document, maximum 15 characters per field)	5¢
Match and Merge (per document)	3.5¢
Document Preparation (per hour)	\$28
Image/Index QA and Publication, including Delivery Media Master (per GB)	\$75

SUMMARIZED EXTENDED BACKFILE COST

Project Name	Pages	Documents	Extended Estimated Price
Planning Commission	123,030	360	\$11,242
Board of Adjustment	60,224	177	\$5,649
Paris Pike Corridor	4,614	14	\$422
Exhibits	47,740	140	\$4,196
Totals:			\$21,509

WHITE GLOVE PACKING, TRANSPORTATION, AND DESTRUCTION -

Packing, Transportation, and Destruction Pricing*		Estimated Cost
White-glove transportation and supplies – Estimate assumes 1 Trip, picking up 24 boxes that will be near an exit door or on a loading dock for loading Pick up Address: Planning Office. Phoenix Building – 7th Floor. 101 E. Vine St. Lexington, KY		\$370
Return Transportation – Estimate assumes 1 Trip, picking up 24 boxes that will be near an exit door or on a loading dock for loading Return Address is: 1306 Versailles Road Lexington, KY		\$150

Approved	Defer Until:	Declined
Y/N	Date:	Y/N
Reasons/Comments:		
Payment Terms:		



FINAL APPROVALS

Client Name: Lexington-Fayette County Government (LFUCG)

This SOW is subject to the terms and pricing under the Sourcewell Contract dated October 30, 2020, contract number 090320-KON for Public Sector and Education Administration Software Solutions and Related Services.

AGREED AND ACCEPTED by an authorized representative of each party.

Lexington-Fayette County Government (LFUCG) Approval

Title	Approver	Signature	Date Signed
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Konica Minolta Approval

National BPO Director	Phil DeSimone	<div>DocuSigned by: <i>Phil DeSimone</i> D10E4003D61A466...</div>	3/6/2024
Title	Approver	Signature	Date Signed