

**STAFF REPORT
C66**

A	Statewide	04/05/19
S	Statewide	R. Singh

**CONSIDER GRANTING AUTHORITY TO THE EXECUTIVE OFFICER
OR HER DESIGNEE TO ENTER INTO CONTRACTS WITH
CALIFORNIA STATE UNIVERSITY, FRESNO TO DIGITIZE AND PRESERVE
COMMISSION MAP RECORD SETS**

PARTIES:

California State Lands Commission

California State University, Fresno

BACKGROUND:

Staff seeks to enter into at least one and possibly more digital record conversion contracts with California State University, Fresno (CSU Fresno). The project would involve converting two of the Commission's highest value record sets: *Swamp and Overflowed Location Files* and *Commission Maps* that have been selected for digital conversion, preservation, and geo-referencing. CSU Fresno is exceptionally positioned to engage in the digitization process for the following three reasons:

- **Enhance Partnerships:** This digitization partnership aligns with *Goal 3.0, Strategy 3.1* of the Commission's 2016-2020 Strategic Plan which seeks to "foster, improve and enhance relationships to engage the legislature, public, local, state and federal agencies, legislative grantees, Commission lessees, potential applicants, non-governmental organizations and regulated community." The CSU Fresno partnership would be an opportunity to raise awareness among CSU Fresno staff and students about the Commission and its roles and responsibilities. Commission staff and CSU Fresno staff will work together on this project, which will create learning opportunities on both sides and foster relationships between the two public entities. This project could serve as a model for similar partnerships between California University Libraries and California state agencies.
- **Record Integrity:** In terms of analog record preservation and digital record creation, CSU Fresno's library personnel are uniquely qualified and CSU Fresno's library resources are well equipped for completing such tasks. Library archivists will ensure the use of historically compliant

STAFF REPORT NO. C66 (CONT'D)

digitization equipment and oversee the handling of the fragile documents. Library policies, compliant with state policy and statutes regarding digital preservation would ensure archival quality for the Commission's newly digitized records.

- **Technology Infrastructure Alignment:** In addition to digitization expertise, CSU Fresno also has an established background with geo-referencing. CSU Fresno's experience in providing access to historical maps and imagery makes them an ideal contractor to digitize and geo-reference the *Commission Maps* record set. Entering into a contract with CSU Fresno for digitization and geo-referencing furthers the Commission's implementation of Goal 4.0, Strategy 4.2, of Commission's 2016-2020 Strategic Plan which seeks to "extend geographic information systems to be an integrated decision-making tool for the Commission's management of lands and resources and a valued visualization and communication mechanism for the public."

PROPOSED ACTIVITY:

The proposed contract(s) would be for the digitization, preservation, and geo-referencing of Commission records by CSU Fresno. The records being targeted are: (1) the Commission's *Swamp and Overflowed Location Files*; and (2) the *Commission's Maps*. Staff believes the contract(s) for these services may be structured in two ways: (1) the parties can enter into one contract for up to \$680,000 for all of the digitization services described herein; or (2) the parties can enter into up to two contracts for up to \$340,000 each, which will divide the services or the records between the contracts. Since both methods would accomplish the same goal, staff will pursue one of these contracting options based on the circumstances at the time of contracting and which contract option is in the best interest of the Commission.

Under the proposed contract, CSU Fresno's digitization team would be responsible for adhering to the following requirements:

- **Color:** Applying the necessary black-and-white (bitonal), color and greyscale settings when necessary
- **Bit Depth:** Aligning with federal standards of digitizing at no less than 400 pixels per inch
- **Metadata:** Effectively capturing and storing descriptive metadata created by the Commission and production metadata generated during the conversion process

STAFF REPORT NO. **C66** (CONT'D)

- **Format:** Formatting the newly digitized documents into the ISO standards of Tagged Image File Format (TIFF) or Portable Document File/Archival (PDF/A)
- **File Naming:** Attaching file names generated by primary record owners and users
- **OCR:** Utilizing and applying optical character recognition (OCR) software
- **Transportation:** Contractor shall provide transportation to and from the Commission for record pickup and delivery
- **Chain of Custody:** Contractor and Commission record owner shall sign off on amount and condition of records upon transport to CSU Fresno and once paper and digital items are returned
- **Organization:** Contractor shall pack paper records in the order they were initially received and discuss method for tracking, connecting the paper and digital copies
- **Project Plan:** Contractor shall produce a step-by-step digitization implementation plan and concise breakdown of digitization personnel
- **Data Security:** Contractor shall produce documentation of a data security plan that protects digital files from external security breaches, internal malicious deletion and recovery procedures for digital objects and metadata
- **Disaster Recovery:** Contractor shall produce documentation of a disaster recovery program for the original analog items in case of natural disasters like flood, fire, earthquake, etc.
- **Quality Control Procedure:** Contractor shall produce a documented Quality Control Procedure that includes visual checks for artifacts, pixilation and shadows and automatic checks for correcting color scheme, targets for resolution, detecting skew and verifying file format, metadata capture, filename structure, file integrity and compression.
- **Rescan:** The Commission reserves the right, after inspection, to reject any images determined to not meet regulations. In such cases, the Contractor shall re-digitize the items at their own expense.

All contracts would be consistent with State policies and procedures as specified in the State Administrative Manual and the State Contract Manual.

STAFF ANALYSIS AND RECOMMENDATION:

Authority:

Public Resources Code section 6106; State Contracting Manual volume 1, chapter 3.00 (Additional Requirements); Public Contract Code section 10340, subdivision (b); and Government Code section 11256.

STAFF REPORT NO. **C66** (CONT'D)

State's Best Interests Analysis:

The recommended action, entering into one or more contracts with CSU Fresno, is based on CSU Fresno's background and expertise in implementing the proposed digitization activities listed above. This work is important to the Commission's ongoing management of State lands and for the preservation of valuable State records. The records are accessed, handled, and used on a regular basis for determination of the State's leasing jurisdiction or in connection with legal challenges to that jurisdiction. Furthermore, many of the records predate statehood or are from the era immediately after and thus have significant historical significance. Due to the continuous use, many of these records are in need of digitization and then preservation. Therefore, staff believes authorization of the contract(s) is in the best interests of the State.

OTHER PERTINENT INFORMATION:

1. The proposed action is consistent with Strategy 3.1 of the Commission's Strategic Plan to "foster, improve and enhance relationships to engage the legislature, public, local, state and federal agencies, legislative grantees, Commission lessees, potential applicants, non-governmental organizations and regulated community." The proposed action is also consistent with Strategy 4.2 of the Strategic Plan to "extend geographic information systems to be an integrated decision-making tool for the Commission's management of lands and resources and a valued visualization and communication mechanism for the public."
2. Because this contract is with a California State University, competitive bidding is not required, but review by the Department of General Services is required. (State Administrative Manual section 1215.)
3. Authorization to enter into one or more contracts with CSU Fresno is not considered a project as defined by the California Environmental Quality Act (CEQA) because it is an administrative action that will not result in direct or indirect physical changes in the environment.

Authority: Public Resources Code section 21065 and California Code of Regulations, title 14, section 15378, subdivision (b)(5).

4. Funding for this action comes from an approved Budget Change Proposal (BCP) for the 2018-2019 and 2019-2020 fiscal years.

STAFF REPORT NO. **C66** (CONT'D)

RECOMMENDED ACTION:

It is recommended that the Commission:

STATE'S BEST INTERESTS:

Find that the recommended action is in the best interests of the State.

AUTHORIZATION:

Authorize the Executive Officer or her designee to enter into up to two contracts with the California State University, Fresno for record digitization, preservation, and geo-referencing in accordance with current State policies and procedures.