



JOINT LEGISLATIVE COMMITTEE ON THE BUDGET

STATE CAPITOL
P.O. BOX 44294, CAPITOL STATION
BATON ROUGE, LOUISIANA 70804
(225) 342-7244

REPRESENTATIVE CAMERON HENRY
CHAIRMAN

SENATOR ERIC LAFLEUR
VICE-CHAIRMAN

AGENDA

Tuesday, March 19, 2019
12:00 PM (Noon)
House Committee Room 5

I. CALL TO ORDER

II. ROLL CALL

III. BUSINESS

1. Fiscal Status Statement and Five-Year Base-Line Budget
2. Facility Planning and Control - Capital Outlay Change Orders
3. Review and approval of Deputy Sheriff's Back Supplemental Pay in accordance with R.S. 40:1667.8.
4. Update and approval of Grant Anticipation Revenue Vehicles (GARVEE) bonds.
5. Review of a contract amendment to extend the duration of the contract between the State of Louisiana, Department of Environmental Quality, and Access Sciences Corp., in accordance with R.S. 39:1615(J).

IV. CONSIDERATION OF ANY OTHER BUSINESS THAT MAY COME BEFORE THE COMMITTEE

V. ADJOURNMENT

THIS NOTICE CONTAINS A TENTATIVE AGENDA AND MAY BE REVISED PRIOR TO THE MEETING.

Representative Cameron Henry, Chairman

**JOINT LEGISLATIVE COMMITTEE ON THE BUDGET
GENERAL FUND FISCAL STATUS STATEMENT
FISCAL YEAR 2018-2019
(\$ in millions)**

March 19, 2019

	<u>FEBRUARY 2019</u>	<u>MARCH 2019</u>	<u>MARCH 2019 Over/(Under) FEBRUARY 2019</u>
<u>GENERAL FUND REVENUE</u>			
Revenue Estimating Conference, June 26, 2018	\$9,443.800	\$9,443.800	\$0.000
Transfer of Funds - Act 10 of the 2018 Second Extraordinary Legislative Session	\$53.333	\$53.333	\$0.000
Use of Prior Year Undesignated Fund Balance (FY 16-17 Surplus)	\$62.952	\$62.952	\$0.000
FY17-18 Revenue Carried Forward into FY 18-19	\$63.665	\$63.665	\$0.000
Total Available General Fund Revenue	<u>\$9,623.750</u>	<u>\$9,623.750</u>	<u>\$0.000</u>
<u>APPROPRIATIONS AND REQUIREMENTS</u>			
Non-Appropriated Constitutional Requirements			
Debt Service	\$422.651	\$422.651	\$0.000
Interim Emergency Board	\$1.323	\$1.323	\$0.000
Revenue Sharing	\$90.000	\$90.000	\$0.000
Total Non-Appropriated Constitutional Requirements	<u>\$513.973</u>	<u>\$513.973</u>	<u>\$0.000</u>
Appropriations			
General (Act 2 of 2018 2nd ES and Act 2 of the 3rd ES)	\$8,830.423	\$8,830.423	\$0.000
Ancillary (Act 49 of 2018 RLS)	\$0.000	\$0.000	\$0.000
Judicial (Act 69 of 2018 RLS)	\$153.531	\$153.531	\$0.000
Legislative (Act 79 of 2018 RLS)	\$62.473	\$62.473	\$0.000
Capital Outlay (Act 29 of 2018 RLS)	\$63.350	\$63.350	\$0.000
Total Appropriations	<u>\$9,109.777</u>	<u>\$9,109.777</u>	<u>\$0.000</u>
Total Appropriations and Requirements	<u>\$9,623.750</u>	<u>\$9,623.750</u>	<u>\$0.000</u>
General Fund Revenue Less Appropriations and Requirements	<u>\$0.000</u>	<u>\$0.000</u>	<u>\$0.000</u>

II. FY 2017-2018 Fiscal Status Summary:

In accordance with Act 1092 of the 2001 Regular Session and Act 107 of the 2002 First Extraordinary Session R.S. 39:75 A.(3)(a) "At the first meeting of the Joint Legislative Committee on the Budget after publication of the Comprehensive Annual Financial Report for the state of Louisiana, the commissioner of administration shall certify to the committee the actual expenditures paid by warrant or transfer and the actual monies received and any monies or balances carried forward for any fund at the close of the previous fiscal year which shall be reflected in the budget status report."

FY18 GENERAL FUND DIRECT SURPLUS/DEFICIT - ESTIMATED (millions)

FY17 Surplus/(Deficit) 122.620

FY18 General Fund - Direct Revenues:

Actual General Fund Revenues	9,902.827
General Fund - Direct Carryforwards from FY17 to FY18	19.157
Drivers License Fee Transfer to the Drivers License Escrow Account (P41)	6.519

Total FY18 General Fund - Direct Revenues 9,928.504

FY18 General Fund - Direct Appropriations & Requirements:

Draws of General Fund - Direct Appropriations [including \$12.262m FY17 Surplus]	(8,967.729)
General Obligation Debt Service	(417.730)
Transfers to Revenue Sharing Fund (Z06) - Constitution 7:26	(90.000)
Transfers Out to Various Funds - 20-XXX, Act 1 (2017 2ES), Act 59 (2018 RLS), Act 8 (2018 2ES)	(53.908)
Transfer Out to the Voting Technology Fund (SS2) - Department of State, Act 8 (2018 2ES)	(1.500)
Capital Outlay Project Closeout (075, 057, 055, 051)	(1.424)
Transfer Out to the Budget Stabilization (Z08) - Act 642 (2018 RLS) [FY17 Surplus]	(30.655)
Other Transfers Out [\$342,918.52 (from 000) + \$5,334,387.50 (from B15)]	(5.677)
Capital Outlay Act 29 (2018 RLS) Appropriated in FY18 [FY17 Surplus]	(16.677)
Transfer Out to the New Opportunities Waiver Fund (H30) - R.S. 39:100.61	(19.944)

Total FY18 General Fund - Direct Appropriations & Requirements (9,605.244)

General Fund Direct Cash Balance 445.880

Obligations Against the General Fund Direct Cash Balance

Unappropriated Use of FY17 Surplus	(0.074)
Capital Outlay Act 29 (2018 RLS) Appropriated in FY19 [FY17 Surplus]	(22.486)
Capital Outlay - DOTD Highway Improvements Appropriated in FY19 [FY17 Surplus]	(40.466)
Pending Transfers - Coastal Protection and Restoration Fund (Z12)	(11.136)
General Fund - Direct Carryforwards to FY19	(63.665)

Total Obligated General Fund Direct (137.827)

General Fund Direct Surplus/(Deficit) 308.053

Certification in accordance with R.S. 39:75A(3)(a) \$308,053,201

III. Current Year Items Requiring Action

GOHSEP - Repay FEMA for multiple disasters	\$25.00
TOPS and Higher Education - funding for accreditation issues, LSUHSCNO lease/occupancy agreement with Cancer Research Center, and Online Educational Resources including e-Textbooks	\$19.00
Department of Corrections - personal services and acquisitions & major repairs	\$16.29
DOA - Finalize implementation of LaGov financial system	\$15.14
Public Service Commission and Environmental Quality - Partial repayment plan	\$3.00
Office of Juvenile Justice - Raise the Age Initiative and Acadiana Center for Youth	\$4.10

Total Items Requiring Action \$82.53

IV. Horizon Issues Not Contained in 5-Year Plan

State share owed to FEMA upon the final closeout of various disasters, including Hurricane Katrina, for public assistance (state, local, and private non-profits) and hazard mitigation projects. Final closeouts of the various disasters are not expected until FY20 at the earliest but could extend beyond the 5-year baseline projection window.

In 2008, the State of Louisiana through the Coastal Protection and Restoration Authority Board entered into a Project Partnership Agreement with the United States Army Corps of Engineers to construct a Hurricane and Storm Damage Risk Reduction System (HSDRRS) around the greater New Orleans area. The HSDRRS project is a cost share agreement whereby the State is required to pay a percentage (about 35%) of the total costs of the project. Payback will occur over a 30 year period with the first payment due once the HSDRRS project is completed, which is expected to be in Fiscal Year 2021.

**FIVE YEAR BASE LINE PROJECTION
STATE GENERAL FUND SUMMARY
CONTINUATION**

	Current Fiscal Year 2018-2019	Projected Fiscal Year 2019-2020	Projected Fiscal Year 2020-2021	Projected Fiscal Year 2021-2022	Projected Fiscal Year 2022-2023
REVENUES:					
Taxes, Licenses & Fees	\$11,973,200,000	\$12,144,300,000	\$12,218,300,000	\$12,475,200,000	\$0
Less Dedications	(\$2,529,400,000)	(\$2,538,700,000)	(\$2,553,900,000)	(\$2,571,100,000)	\$0
Act 10 of the 2018 Second Extraordinary Session - Transfer of Funds	\$53,333,333	\$0	\$0	\$0	\$0
TOTAL REC REVENUES (OFFICIAL FORECAST)	\$9,497,133,333	\$9,605,500,000	\$9,664,400,000	\$9,904,200,000	\$0
ANNUAL REC GROWTH RATE		1.14%	0.61%	2.48%	-100.00%
Other Revenues:					
Carry Forward Balances	\$63,664,831	\$0	\$0	\$0	\$0
Utilization of Prior Year Surplus	\$62,951,760	\$0	\$0	\$0	\$0
Total Other Revenue	\$126,616,591	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$9,623,749,924	\$9,605,500,000	\$9,664,400,000	\$9,904,200,000	\$0
EXPENDITURES:					
General Appropriation Bill (Act 2 of 2018 2nd ES and Act 2 of 2018 3rd ES)	\$8,766,758,058	\$9,198,725,957	\$9,518,794,110	\$9,736,146,777	\$9,972,763,689
Ancillary Appropriation Bill (Act 49 of 2018 RS)	\$0	\$11,580,114	\$41,158,073	\$57,920,117	\$75,463,044
Non-Appropriated Requirements	\$513,973,375	\$541,811,413	\$532,415,092	\$518,934,704	\$503,876,678
Judicial Appropriation Bill (Act 69 of 2018 RS)	\$153,530,944	\$153,530,944	\$153,494,541	\$153,494,541	\$153,494,541
Legislative Appropriation Bill (Act 79 of 2018 RS)	\$62,472,956	\$62,472,956	\$62,481,299	\$62,480,806	\$62,480,365
Special Acts	\$0	\$0	\$6,070,000	\$6,070,000	\$6,070,000
Capital Outlay Bill (Act 29 of 2018 RS)	\$398,000	\$0	\$0	\$0	\$0
TOTAL ADJUSTED EXPENDITURES (less carryforwards and surplus)	\$9,497,133,333	\$9,968,121,384	\$10,314,413,115	\$10,535,046,945	\$10,774,148,317
ANNUAL ADJUSTED GROWTH RATE		4.96%	3.47%	2.14%	2.27%
Other Expenditures:					
Carryforward BA-7s Expenditures	\$63,664,831	\$0	\$0	\$0	\$0
Prior Year Surplus Expenditures in Capital Outlay Bill	\$62,951,760	\$0	\$0	\$0	\$0
Mid-Year Adjustments after 12/1/2018	\$0	\$0	\$0	\$0	\$0
Total Other Expenditures	\$126,616,591	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$9,623,749,924	\$9,968,121,384	\$10,314,413,115	\$10,535,046,945	\$10,774,148,317
PROJECTED BALANCE	\$0	(\$362,621,384)	(\$650,013,115)	(\$630,846,945)	(\$10,774,148,317)

Oil Prices included in the REC official forecast

\$59.42

\$59.20

\$58.91

\$59.37

\$0.00

DIVISION OF ADMINISTRATION
Facility Planning & Control

JOINT LEGISLATIVE COMMITTEE
ON THE
BUDGET

Briefing Book

FOR

March 2019

TABLE OF CONTENTS
JOINT LEGISLATIVE COMMITTEE ON THE BUDGET
March 2019

Supplemental Funds Request

1

Interagency Transfer
Major Repairs Projects
Allen Correctional Center
Louisiana Department of Public Safety and Corrections
Kinder, Louisiana
Project No. 01-107-06B-11

Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

February 18, 2019

The Honorable Cameron Henry, Chairman
Joint Legislative Committee on the Budget
Post Office Box 44294, Capitol Station
Baton Rouge, Louisiana 70804

**RE: Supplemental Funds Request
Interagency Transfer
Major Repairs Projects
Allen Correctional Center
Louisiana Department of Public Safety and Corrections
Kinder, Louisiana
Project No. 01-107-06B-11**

Dear Chairman Henry:

Facility Planning and Control is requesting approval to accept \$300,000 of agency funds from the Louisiana Department of Public Safety and Corrections in order to perform major repairs projects including the reroofing of the Mercury Dorm at Allen Correctional Center.

The Mercury Dorm roof has reached the end of its useful life and needs to be replaced. Statewide major repairs funds will be used to cover additional project costs (design fees, contingencies, etc.) if needed.

Facility Planning and Control is requesting authorization to receive an Interagency Transfer in the amount of \$300,000 from the Louisiana Department of Corrections.

Please place this item on the agenda for the next meeting of the committee.

Sincerely,



Mark A. Moses
Director



Jay Dardenne
Commissioner of Administration

CC: Mr. Mark Moses, FPC
Mr. Mark Gates, FPC
Mr. Stephen Losavio, FPC
Ms. Lisa Smeltzer, FPC
Ms. Sue Wheeler, FPC
Ms. Ternisa Hutchinson, OPB
Mr. Barry Dusse, OPB
Mr. Samuel Roubique, OPB
Mr. Paul Fernandez, OPB
Ms. Linda Hopkins, House Fiscal Division
Ms. Ashley Albritton, House Fiscal Division
Ms. Martha Hess, Senate Counsel
Ms. Raynel Gascon, Senate Fiscal Division



TREASURER OF THE STATE OF LOUISIANA

John M. Schroder, Sr.
State Treasurer

P. O. Box 44154
Baton Rouge, LA 70804
(225) 342-0010
www.latreasury.com

February 18, 2019

Honorable Cameron Henry, Chairman
Joint Legislative Committee on the Budget
Post Office Box 44486, Capitol Station
Baton Rouge, LA 70804

Dear Representative Henry:

Attached is a spreadsheet detailing 2 requests for back pay for Deputy Sheriffs Supplemental pay which have been approved by the Deputy Sheriffs Supplemental Pay Board as per Act 110 of 1982. Please place this item on the agenda for the next meeting.

Total requested prior year funds: \$4,837.93.

If we may be of further assistance in this matter, please call me or Stacey Guilbeau at (225) 342-0698.

Sincerely,

A handwritten signature in blue ink that reads "Laura Lapeze".

Laura Lapeze
Chairman,
Deputy Sheriffs Supplemental Pay Board

LL/sg

Enclosures

No.	Parish	Deputy Name	Dates Owed	Amount	Reason
1	Clatborne	Terrance Ivory	11/5/17-6/30/18	\$3,927.18	Application not submitted timely
2	Morehouse	Rick Pennington	5/7/18-6/30/18	\$910.75	Application not submitted timely
Grand Total				\$4,837.93	

JOINT LEGISLATIVE COMMITTEE ON THE BUDGET

A resolution approving not exceeding \$650,000,000 State of Louisiana Grant Anticipation Revenue Bonds, in one or more series, and the related Projects and providing for other matters in connection therewith.

WHEREAS, pursuant to La. R.S. 48:27 (the "Act"), the Louisiana State Bond Commission (the "Commission") is authorized to issue bonds payable from, among other things, federal transportation funds; and

WHEREAS, La. R.S. 48:27 (D)(1)(b) provides that revenue anticipation bonds shall not be issued or projects funded without the prior approval of the Joint Legislative Committee on the Budget (the "Committee"); and

WHEREAS, on December 13, 2018, the Commission granted preliminary approval to the issuance of Grant Anticipation Revenue Bonds (the "Bonds") for the purpose of funding a portion of the costs of the Projects designated below, paying costs of issuance of the Bonds, and paying other bond-related costs, including, without limitation, capitalized interest and reserve funds, and the Department of Transportation and Development of the State of Louisiana (the "Department") has identified the following four (4) projects to be funded with proceeds of the Bonds (the "Projects"):

- A. State Project No. H.003370, I-220/I-20 Interchange Improvement and Barksdale Air Force Base Access Project in Bossier Parish;
- B. State Project No. H.011670, I-10/Loyola Dr. Interchange Improvement Project in Jefferson Parish;
- C. State Project No. H.004100, I-10: LA 415 to Essen on I-10 and I-12 Project in East Baton Rouge Parish;
- D. State Project No. H.004791, LA 23 Belle Chasse Bridge and Tunnel Replacement (a portion not to exceed \$12,500,000) Project in Plaquemines Parish; and

WHEREAS, the Commission granted preliminary approval to the issuance of not exceeding \$650,000,000 of Bonds, in one or more series, with interest rates not to exceed 7% for fixed rates and 12% for variable rates and maturing not later than 15 years from the date thereof; and

WHEREAS, it is expected that the first series of Bonds will not exceed \$185,000,000 in principal amount; and

WHEREAS, the Department desires to obtain the approval of the Committee for the issuance of the Bonds for the purposes of funding all or a portion of the costs of the Projects, and pay costs of issuance of the Bonds, and other bond-related costs, including, without limitation, capitalized interest and reserve funds in connection therewith.

NOW, THEREFORE, BE IT RESOLVED by the Joint Legislative Committee on the Budget that:

SECTION 1. The Committee hereby approves (i) the GARVEE Program for the four above named Projects identified by the Department to be funded by the Bonds and (ii) the expenditure of funds for such Projects.

SECTION 2. Pursuant to the Act, the Committee hereby approves the issuance of not exceeding \$650,000,000 State of Louisiana Grant Anticipation Revenue Bonds (the "Bonds") as a GARVEE program, with interest rates not to exceed 7% for fixed rates and 12% for variable rates and maturing not later than 15 years from the date thereof, in multiple series, for the purposes of funding all or a portion of the costs of the Projects, paying costs of issuance of the Bonds, and paying other bond-related costs, including, without limitation, capitalized interest and reserve funds.

SECTION 3. The Committee hereby approves the first series of Bonds in the original principal amount of not exceeding \$185,000,000 in order to fund the following Projects in the following estimated amounts; Barksdale Project (\$61,600,000) and portions of the Loyola Project (\$77,600,000) and the I-10 Project (\$30,601,000), with the understanding that the Department has the ability to manage the actual application of Bond proceeds in order to appropriately fund the Projects and meet expenditure requirements of the Internal Revenue Service. The Department also further agrees to report quarterly to the Committee on the GARVEE program, including contracting information and the expenditure of Bond proceeds.

SECTION 4. The Committee hereby approves the second series of Bonds for the express purpose of granting the required contracts in the principal amount of approximately \$142,000,000 in order to fund the following estimated amounts of the balance of the Barksdale Project (\$16,518,000), the balance of the Loyola Project (\$87,500,000), portions of the I-10 Project (\$37,982,000), and the Belle Chasse Project (\$12,500,000), with the understanding that the Department has the ability to manage the actual application of Bond proceeds in order to appropriately fund the Projects and meet expenditure requirements of the Internal Revenue Service. The Department also further agrees to report quarterly to the Committee on the GARVEE program, including contracting information and the expenditure of Bond proceeds.

SECTION 5. Notwithstanding the foregoing approval of the GARVEE program and the Bonds as stated above, the Committee requires the Department to seek approval from the Committee for the second series and all subsequent series of Bonds.

SECTION 6. This resolution shall become effective immediately upon its adoption.

This resolution was declared to be adopted on this, the 19th day of March, 2019.

**“Records Management and Document Imaging Support”
Louisiana Department of Environmental Quality
Contract Summary**

Contractor: Access Sciences Corporation
Original Contract Term: 7/1/17 – 6/30/20 Amendment 1 Contract Term: 7/1/17 – 6/30/22
Original Contract Total: \$3,919,856.00 Amendment 1 Contract Total: \$6,519,759.92

LDEQ Records Management section meets or exceeds the requirements outlined in the *Louisiana Public Records Act*, and is committed to the continuous analysis and improvement of its records management program. Focus areas include: compliance with federal and state law and applicable standards; active and inactive records management; policy development; training; technology support; and scanning / imaging operations.

CONTRACTOR TASKS

Facilities Management

1 Manage Records in Compliance with Laws and Standards

The Contractor shall maintain an awareness of federal and state laws pertaining to records management, as well as ISO 15489 and relevant records management standards, and shall propose improvements required of the current records management program to support it in a compliant manner. The Contractor shall perform work as necessary to maintain compliance with federal and state law as well as records management standards.

2 Utilization of Appropriate Technology

The Contractor shall coordinate the appropriate use of technology for the Records Management Unit. The Contractor shall be sufficiently proficient with the records management software owned by the Department (such as OnBase, Kofax, etc.) and provide consultation and technical support services on its optimal utilization. Additionally, the Contractor shall be familiar with software utilized by the Records Management Unit (such as Hyland OnBase, Kofax Capture, Microsoft Office, Adobe Acrobat Professional, Microsoft Visual Studio, C#, VB (6 and .NET), O2 Solutions PDF4NET, Winnovative HTML to PDF Converter, and Daeja ViewOne), perform programming, consultation, configuration services, and propose alternative solutions compatible with the goals and technology environment of the Department.

The Contractor’s technical responsibilities for the Records Management Unit include, but are not limited to:

- (1) developing an understanding of the Department’s Records Management system architecture, including the EDMS and Imaging Operations, and interfaces to other systems, e.g., TEMPO, ERIC, eDOCs, NetDMR, EQUIS, Online Permits systems, etc.;
- (2) following the Department IT processes and procedures for software development, testing, deployment, and documentation;
- (3) interfacing with the Department staff and contractors to define program/application requirements;
- (4) developing new program applications and using the tools of the EDMS system and Imaging Operations to develop new functionality as directed by the Department’s Project Manager;

- (5) deploying, configuring, and integrating new software products, as directed by the Department's Project Manager;
- (6) using OnBase product APIs and other resources to develop programs that interact with EDMS and with other Department systems;
- (7) providing knowledge transfer and full documentation to the Department;
- (8) designing and maintaining Oracle databases for Web-based applications;
- (9) performing system-wide legacy data conversion as necessary; and
- (10) developing e-mail management tools in order to manage the Department's e-mail records.

Typical activities may include, but are not limited to:

- (11) performing operational and maintenance tasks on Records Management systems and supporting tools;
- (12) serving as technical support for Records Management software; and
- (13) consultation services such as:
 - a. coordination with OnBase support personnel; and
 - b. coordination with the Department's Information Technology Staff and OnBase representatives during any system upgrades and planned/unplanned system outages.

Typical programming projects include, but are not limited to:

- (14) electronic document submittal to the EDMS. This project allows members of the Department and users outside of the Department to submit digital documents to EDMS without printing to paper;
- (15) application development for updating and tracking submittal forms and facilitating bulk submittals;
- (16) application development to support the Department's digital signature processes;
- (17) development of document search tools;
- (18) improvements in managing the topic file material within the present structure of the EDMS;
- (19) developing applications for e-mail records management and discovery;
- (20) developing OnBase and other applications for managing records that are not made public through the EDMS; and
- (21) assist and cooperate in providing a smooth transition and knowledge transfer to another contractor should someone else be selected at the end of this contract.

3 Active Records

The Contractor shall coordinate all aspects of the active records function. The Contractor shall provide personnel capable of managing this function, performing document searches required for fulfillment of the Department's Public Records Requests and providing customer service to internal and external customers. Typical activities may include, but are not limited to:

- (1) providing research assistance in the area of Records Management policy. Research topics include evolving issues surrounding public records versus confidential, private, or security sensitive records, and other related subjects;
- (2) implementing best practices to ensure the accuracy of metadata and protection of confidential, private, or security sensitive records or information;
- (3) coordinating all Public Records Requests and performing the day-to-day tasks involved with responding to requests in accordance with the Louisiana Public Records Act. The Contractor shall coordinate with the Department legal staff and divisional subject matter

experts to fulfill public records requests in accordance with state law. The Department receives approximately one thousand three hundred (1300) public records requests per year;

- (4) operating the Department's Public Records Center where visitors access computer workstations configured to search the Electronic Document Management System (EDMS). Contractor personnel shall provide personalized help with searching for records and/or completing public records requests and accepting payment for copies. Contractor personnel shall be available to provide Public Records Center services Monday through Friday, 8:00 a.m. to 4:30 p.m. The Public Records Center serves approximately ten (10) visitors per month. The Department will provide supplies associated with the dissemination for public records (i.e., CDs);
- (5) operating the Topic File Collection. Topic files are documents not associated with a particular facility. Documents include but are not limited to: Federal, State, Parish, and Municipal documents, reports from consultants and nonprofit agencies, University studies, and correspondence from companies. The Contractor shall pursue options for increasing awareness of and access to this collection. Some of the topic file materials have been imaged, while other materials exist only in hardcopy. The Contractor shall work with the Department's Project Manager and other staff to determine which additional files to image. The Contractor shall ensure that imaged documents are accessible through the EDMS, OnBase, or other software;
- (6) providing research assistance, and policy development and implementation in the area of e-mail records management; and
- (7) provide transportation as needed for active records and/or personnel between the facilities listed on Exhibit B, Records Storage Locations.

4 Inactive Records

The Contractor shall coordinate all aspects of the inactive records function. The Contractor shall provide personnel capable of managing this function, developing and implementing retention policies, and working with staff from other state agencies as well as service providers. Typical activities may include, but are not limited to:

- (1) providing research assistance in the area of Records Management policy. Research topics include records retention and destruction schedules, electronic record keeping, e-mail, and other related subjects;
- (2) developing and implementing retention schedules for all Department records, regardless of format;
- (3) determining an acceptable approach for applying retention and disposal schedules to all Department records, regardless of format;
- (4) educating Department staff on retention policies;
- (5) advising on storage formats and locations, and disposition options, that meet requirements in a cost efficient manner. For example, performing research and cost analysis of various storage and disposition options or developing media migration plans;
- (6) maintaining inventories of inactive records, both onsite and offsite, and ensuring adequate access to records;
 - (7) coordinating storage and special projects with service providers;
 - (8) facilitating disposal of records that have reached their retention period; and

- (9) provide transportation as needed for inactive records and/or personnel between the facilities listed on Exhibit B, Records Storage Locations.

5 Policy, Communications, and Training

The Contractor shall coordinate activities related to policy, communications, and training. The Contractor shall provide personnel capable of managing this function, developing and auditing policy, developing and conducting Records Management training, and improving internal and external communications between the Records Management Unit and its customers. Typical activities may include, but are not limited to:

- (1) assisting with the development of Records Management policy and procedures. The Contractor shall coordinate with Department subject matter experts and others to gather information necessary for the formulation of policy and procedure statements. This responsibility includes undertaking research and writing activities involved in the development of new and existing policies and procedures. Policy and procedure documents will be developed in close conjunction with the Department's Project Manager and submitted to appropriate Department staff for final approval;
- (2) developing implementation plans and training materials for Records Management policy and procedures. The Contractor shall conduct training for the Department staff and the Department's customers as needed;
- (3) auditing to determine compliance with approved policy and procedures. The Contractor shall provide written audit reports containing suggested corrective action to be taken; and
- (4) improving communications between Records Management and internal and external customers.

6 Imaging Operations

The Contractor shall coordinate all aspects of the Imaging Operations function. The Contractor will provide Project Management support over Imaging Operations using on-site personnel, as well as the skilled personnel to accomplish the tasks listed below. In addition, the Contractor will provide sufficient training to enable selected staff to assume the Contractor's responsibilities in a smooth transition when its contract ends.

Typical Imaging Activities may include, but are not limited to:

- (1) preparing document for scanning;
- (2) converting all paper documents to TIFF Group 4, including oversized documents (greater than 11"X 17");
- (3) processing non-paper media;
- (4) inputting indexing data;
- (5) retrieving indexing data from bar-coded Submittal Sheets;
- (6) performing quality control and quality assurance on images and indexed data;
- (7) importing compatible file format images into OnBase and making viewable with the EDMS Viewer;
- (8) de-prepping documents and forwarding to the Inactive Records Center;
- (9) converting electronic documents;
- (10) converting documents for one time import; and
- (11) using and maintaining the necessary imaging applications for scanning, indexing, quality assurance/control, importation into OnBase.

6.1 Turnaround Time

Imaging Services shall be accomplished within a two (2) business day turnaround time from document receipt to image committal. The Contractor may also be asked to search and retrieve documents that may have been imaged within 24 hours, as needed.

6.2 Hardware and Software

The Department will provide all necessary hardware (i.e. scanners, desktops, and servers) and software licenses for Imaging Services.

6.3 Quality Control and Timeliness Assurance

The Contractor shall scan, image, import and index all documents accurately. Audits will be conducted monthly by the Department. In the event that it is determined that document images or indexes are incorrect or that images are of poor quality the Department will require the Contractor to provide appropriate corrective action. If it is determined necessary by the Department, the Contractor will audit the work undertaken during the month in question and report the findings to the Department's Project Manager. The Contractor will work with the Department's Project Manager to ensure that the errors are corrected in a timely manner. Corrective action will begin immediately after the errors are discovered. If the errors cannot be corrected within (1) business day, the Contractor will provide a written explanation as to the length of time it will take to make corrections. The Contractor will provide the Department daily updates as to the progress of the corrective action.

The Contractor shall keep track of the date a document was received and have its method approved by the Department. If it is determined that time between day forward document receipt and image committal to the EDMS is averaging more than two business days/month, the Contractor will work with the Department's Project Manager to correct the problem.

7 Imaging Technical Support

The Contractor shall coordinate all aspects of the Imaging Technical Support Function. This function shall include all activities and resources required to provide Imaging Technical Support services, including technical programming. The Contractor will provide technical support, including technical programming, over Imaging Services using onsite personnel.

Other Activities

Due to the integrated relationship of the Document Management System and the other components of the IDMS, the Contractor shall coordinate with the Department and other IDMS Contractors, as necessary, to ensure a consistent interface.

The Department's Project Manager may require performance of specific additional tasks if it is determined to be necessary for successful completion of the project. Any additional tasks will be issued as a Work Order as outlined in Section 6.2, Operation of the Contract.