

REQUEST FOR ADDITIONAL APPROPRIATION

Instructions: Complete all information in Parts A and B. Have Director/ Department Head sign and date on appropriate lines in Part C.
Forward original to OPM Director, 10th Floor. OPM Director will forward to the Boards. Submit to OPM by the 20th of the month in order to be included on the next Board of Finance and Representatives meeting agendas.

Part A - Account Information

Project # DI1505
Revenue # 24305053411041
Expend. # 24401493601

Source Account # 0122211070

FY 22-23

Dept. Name Historic Preservation
Account Title Historic Preservation
Account Title Historic Preserv/Contracted Svcs

Account Title Land Recording Fee-Hist Pres Fund

Request Amount

\$ 93,975

Previous Expenditure
Department Request
Approved by Mayor
Approved by Finance Board
Approved by Board of Reps.
Revised Budget
Balance in Account
Projected Exp. & Enc.

\$ 267,784
\$ 267,784
\$ 267,784
\$ 267,784
\$ 267,784
\$ 267,784
\$ 361,759

Part B - Request Description and Supporting Calculations

The Town Clerk's Office is requesting an additional appropriation from the Land Recording Fee - Historic Preservation Fund Account #0122211070 (approx balance is \$169,000) in order to scan and upload books from the Land Records Vault currently not digitized and available on line for searches. Our digitized records currently go back to Mid-2001. This project will scan and load all documents from 1/2/1998 to 5/20/2001.

Part C - Approvals

Lyda Ruijter Jan 26, 2023
Lyda Ruijter (Jan 26, 2023 12:03 EST)
Lyda Ruijter, Town Clerk

Anita Carpenter Jan 26, 2023
Anita Carpenter, Grants Officer

Elda Sinani Jan 26, 2023
Elda Sinani (Jan 26, 2023 12:40 EST)
Elda Sinani, Director of OPM

David A. Vanik, Controller on behalf of S. Dennies, Dir. of Adm. Jan 26, 2023
David A. Vanik, Controller on behalf of S. Dennies, Dir. of Adm. (Jan 26, 2023 1:41:05 EST)
Sandra Dennies, Director of Administration

Caroline Simmons Jan 26, 2023
Caroline Simmons (Jan 26, 2023 13:51 EST)
Caroline Simmons, Mayor



Proposal For Backfile Conversion/Load to Solution

Submitted By: Matt Abert

Submitted To: Honorable Lyda Ruijter, Stamford City and Town Clerk

Proposal Date: 1/12/2023

Description

IQS will scan books to be loaded to the clerk's LRMS system and linked to existing indexing. IQS will transport books for scanning at our secure facility in Liverpool, NY.

Project Scope

- Backfile Conversion of land record volume 5794 back to volume 4900 (5/20/2001 – 1/2/1998).

Plan of Work (16-20 weeks estimated active time)

- IQS will digitize directly from the land record books.
- IQS will perform a thorough QC of all images to ensure the highest quality and completeness.
- IQS will set first pages, where an indexing specialist identifies the first page of every document to ensure there is a match in the index. Any discrepancies will be reported to the clerk.
- IQS will load/link the digital images to the clerk's LRMS, making more records available online.

Pricing

Est. Units	Unit Price	Est Total
313,250	\$0.30	\$93,975.00

The totals listed above are estimated totals, this project will be billed on actual units processed.

Pricing is good for sixty (60) days. IQS will transport the books for scanning at no extra cost.



Proposal For Backfile Conversion/Load to Solution

Acceptance

Please indicate your agreement to proceed based on the information contained in this herein by signing below. The terms and conditions outlined in this proposal are valid for sixty (60) days.

City of Stamford

Date

A handwritten signature in black ink, appearing to read "Matt Mauro", is written over a horizontal line.

1/12/2023

Info Quick Solutions, Inc.

Date