

# **Contract for Imaging Services for Fiscal Year 2018**

**Texas State Library and Archives Commission  
State and Local Records Management**

**THE STATE OF TEXAS – COUNTY OF TRAVIS**

**TSLAC Contract Number: 6-18-1246**

**WillCo Contract or Purchase Order Number: Not Provided**

This Contract is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and Williamson County, the Receiving Agency, pursuant to the authority granted in, and in compliance with, the provisions of the Interagency Cooperation Act, Texas Government Code, Title 7, Chapter 771.

## **I. ADMINISTRATIVE CONTACT INFORMATION FOR CONTRACTING PARTIES**

### **Receiving Agency**

**Name:** Williamson County  
**Agency Code:** 1246.01  
**Contact Person:** Nancy Rister  
**Contact Phone:** (512) 943-1549  
**Contact Email:** nrister@wilco.org

### **Performing Agency**

**Name:** Texas State Library and Archives Commission  
**Agency Code:** 306  
**TINS No:** 33063063060013  
**Contact Person:** Michael Shea  
**Phone:** (512) 475-5151

## **II. STATEMENT OF SERVICES TO BE PERFORMED**

The Performing Agency shall perform records storage and imaging related services in levels not to exceed the total billable amounts in Section IV of this Contract. Billable fees for records storage and imaging related services will be assessed monthly based on actual services performed. Fees for services under this Contract are outlined in Appendix 1.

Information regarding the eligibility for storage and imaging, record preparation, transferring and transporting records, requesting or returning stored records, and the final disposition of stored records is available on the Performing Agency's website in the "Records Management" Section.

The Performing Agency certifies that it has authority to provide and invoice for these services as granted in Texas Government Code, Chapter 441, § 441.006, § 441.017, and § 441.182.

## **III. FEE SCHEDULE CALCULATION**

All fees charged under this Contract are formulated on a cost recovery model reviewed by the Texas State Auditor's Office and the Texas Legislative Budget Board.

Reimbursable costs under this Contract will be calculated for Records Center Services in accordance with Texas Government Code as cited in Section II and as listed in Appendix 1, effective September 1, 2017.

**IV. CONTRACT AMOUNT**

The maximum amount of this Contract is \$52000.00 and can only be increased or decreased by an executed addendum to this Contract. Of the total amount of this Contract, \$0.00 of this amount is designated for storage services and \$52000.00 is designated for imaging services.

The total amount of this Contract is an estimate based on prior services provided by the Performing Agency for services requested by the Receiving Agency. It is the responsibility of both the Performing and Receiving Agencies to amend this Contract as the scope of services changes during the Contract term.

**V. INVOICING FOR SERVICES**

The Performing Agency shall submit invoices to the Receiving Agency on a monthly basis, and will provide support documentation for any change in the storage, circulation, and/or imaging charges incurred during the invoicing period. This documentation will be provided at no additional charge. Any additional reports requested by the Receiving Agency will be charged as "Other Services" and will be discussed and agreed upon by both parties prior to the start of the work.

Invoices will be submitted to the Receiving Agency as PDF files via email to the contact listed below. The Receiving Agency is responsible for informing the Performing Agency at [ar@tsl.texas.gov](mailto:ar@tsl.texas.gov) if the billing email address changes or some other method of submission is necessary for the invoices.

**The Receiving Agency's email address for receiving invoices is: [nrister@wilco.org](mailto:nrister@wilco.org).**

Questions concerning billing and accounting transactions related to this Contract should be directed to the attention of:

Texas State Library and Archives Commission  
State and Local Records Management  
Attention: Accounting  
Box 12516  
Austin, TX 78711-2516  
Email: [ar@tsl.texas.gov](mailto:ar@tsl.texas.gov)

**VI. PAYMENT FOR SERVICES**

Payment for services performed under this Contract shall be processed monthly in accordance with the Interagency Cooperation Act, Texas Government Code, Chapter 771, § 771.008.

If the Receiving Agency is paying other than via an Interagency Transaction Voucher processed through the Texas Comptroller's Uniform Statewide Accounting System (USAS), the Receiving Agency shall remit payment to the following address:

**Texas State Library and Archives Commission  
Accounts Receivable  
Box 12516  
Austin, TX 78711-2516**

**VII. CANCELLATION OF CONTRACT**

This Contract may be canceled by either party provided the following conditions are met. To terminate this Contract, either party must submit a written notice of intent to terminate the contract to the other party at the address listed in Section I of this Contract at least 30 days prior to the intended termination date. The termination notice must reference the State and Local Records Management (SLRM) Contract Number, and must be dated and signed by the agency head or the authorized records management officer. The date of actual Contract termination must be mutually agreed to in writing by both parties to allow for the appropriate and efficient disposition of all records in storage or micro-conversion in process at the time of cancellation notice. Payment for storage services performed will be the responsibility of the Receiving Agency until all records are removed from storage, and payment for imaging services will be due for all imaging services performed prior to the agreed termination date. All fees will be calculated as outlined in the fee schedules in Appendix 1.

**VIII. TERM OF CONTRACT**

This Contract begins September 1, 2017 and terminates on August 31, 2018.

The undersigned parties bind themselves to the faithful performance of this Contract. It is mutually understood that this Contract shall not become effective until signed by both parties below.

RECEIVING AGENCY

Williamson County

By: \_\_\_\_\_

Dan Gattis

County Judge

Date: \_\_\_\_\_

PERFORMING AGENCY

Texas State Library and Archives Commission

By: Donna Osborne

Donna Osborne

Chief Operations and Fiscal Officer

Date: 8/4/17

GENERAL INSTRUCTIONS

An original and one copy of this entire document, including any attachments, addenda, and/or exhibits must be submitted to the Receiving Agency for approval. The Receiving Agency must sign both Contracts and return one copy to:

Texas State Library and Archives Commission

State and Local Records Management

Attention: Accounting

Box 12516

Austin, TX 78711-2516