



**Purchasing Division**  
 18 North County Street, 9th Floor  
 Waukegan, Illinois 60085-4350  
 Phone 847-377-2992  
 Fax 847-984-5889  
 purchasing@lakecountyil.gov

**Award Information – 6/29/2020**

**Contract Information**

Purchase Description: Record Digitization Services

Contract Start Date: July 14, 2020

Initial Term: 36 months

Term Dates: July 14, 2020 through July 13, 2023

Renewals: Up to three years

**Vendor Information**

Company Name: Exela

Address: 2701 East Grauwyler Rd.  
*Street Address* *Suite/Unit #*

Irving TX 75061  
*City* *State* *ZIP Code*

Contact Name: John Lancaster

Funding Account Description: Docket Digitization Budget

Budget Information: As budgeted

Department: Circuit Clerk

Department Contact: Erin Cartwright Award Amount: \$1,000,000 (annually)

**Bid / RFP Information**

Registered Vendors: 30 (0 Local) Responses Received: 5 (0 Local)

**Intent:**

This contract is to provide state of the art record digitization services as outlined herein. The Lake County Circuit Clerk and the 19th Judicial Circuit Court seek the conversion of their current paper files to a digitized (pdf) format. The successful proposer shall have the capability of the following:

- Providing secure warehouse solution for physical files that is inventoried and accessible for document retrieval by the Lake County Circuit Clerk.
- Providing secure transportation of files to and from its offsite storage location.
- Scanning, converting, and indexing current paper files to a digitized (pdf) format by case
- Converting the digitized documents to a microfilm format
- Providing permanent removal and destruction services upon approval by the Lake County Circuit Clerk



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- Hosting all digitized documents in the cloud or via server
- Converting existing microfilm documents to digitized (pdf or tiff) format.

#### **Scope of Work:**

The Lake County Circuit Clerk seeks to obtain a document digitization and storage option for all case types, excluding traffic citations. The document digitization and storage option should be able to support and work in conjunction with the Tyler Odyssey E-File System, and a new state of the art case management system which will include a judicial module to support the bench. This module will include the access, display, create and other functions necessary for document processing during court sessions.

The Circuit Clerk is seeking a vendor that has experience in working with court files. Therefore, the vendor must be able to accurately identify documents within each case type, identify if a document or file is sealed or impounded for that document to be properly recorded within the system, and provide their security practices for handling of sealed and impounded documents, including but not limited to the security measures followed to safeguard the information contained within the documents.

The Clerk of the Court currently maintains files at various onsite and offsite locations in Waukegan, Illinois and Chicago, Illinois. The successful vendor shall have the capability to provide record storage, pickup and delivery, permanent removal or destruction services and inventory tracking.

#### **Evaluation of Proposals:**

- Understanding and ability to meet and/or exceed the scope of work.
- Experience with implementation of record digitization services.
- Knowledge and understanding of compliance with applicable county, state, and federal laws as it relates to authorized use of electronic records.
- Description of project management methodology and implementation plan.
- Cost Proposal.

#### **Department Recommendation:**

Lake County Purchasing received and opened 5 proposals on April 30, 2019 for Record Digitization Services. A evaluation team reviewed and evaluated the proposals. Interviews were held with the top three ranked firms. The evaluation team selected Exela as the most qualified vendor that meets the needs of Lake County.