

**OKLAHOMA COUNTY
BOCC**

AGENDA ITEM REQUEST SHEET

FOR THE June 25, 2025 AGENDA

DEPARTMENT: Treasurer REQUESTED BY: Tammy Jones, x1324

REQUISITION NO.: _____ REQUISITION SHEET ATTACHED: x YES _____ N/A

NAME OF FUNDS: _____

FUND NUMBERS: _____/_____/_____

DOES THE AGENDA ITEM CONTAIN PRIVACY-PROTECTED OR SECURITY INFORMATION? _____ YES _____ NO

AGENDA ITEMS CONTAINING PRIVACY-PROTECTED OR SECURITY INFORMATION WILL NOT BE HYPERLINKED TO THE AGENDA.

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: _____

AGENDA ITEM READS AS FOLLOWS: Discussion and possible action regarding the authorization for the chairman to sign the renewal agreement between ImageNet Consulting and the BOCC for the Oklahoma County Treasurer, to provide imaging services. The effective dates of the agreement will be from July 1, 2025 through June 30, 2026. Requested by Forrest "Butch" Freeman, Oklahoma County Treasurer, and approved as to form and legality by Aaron Etherington, Assistant District Attorney.

APPROVED BY DA
(If Applicable)

APPROVED BY ENGINEER
(If Applicable)

APPROVED BY PURCHASING
(If Applicable)

ASSISTANT DISTRICT ATTORNEY

COUNTY ENGINEER

PURCHASING AGENT

Please initial that document has been reviewed for privacy-protected or security information

DISTRICT ATTORNEY: _____ YES _____ N/A

COUNTY CLERK: _____ YES _____ N/A

Indicate any privacy-protected information that exists _____

(NOTE: THE CHAIRMAN/CHIEF DEPUTY MUST APPROVE ALL EMERGENCY REQUESTS FOR ANY ITEM SUBMITTED AFTER THE DEADLINE)

DATE OF REQUEST: _____ APPROVED BY: _____
CHAIRMAN

Renewal Estimate

+ImageNet
Enterprise Content Services

Bill To	
Company Name:	BOCC on Behalf of Oklahoma County Treasurer
Address 1:	320 Robert S Kerr Avenue
City, State, Zip:	Oklahoma City, OK 73102
Contact:	Joe Watson
Phone:	(405) 713-1300

Qty	Item #		Total	Total
28	CFPAR	LF Cloud Participant Users	\$120.00	\$3,360.00
9	CLENF2	LF Cloud Professional Users	\$828.00	\$7,452.00
8	CLSAL	Additional Storage (100GB)	\$300.00	\$2,400.00
		(all licensing is billed annually)		
		(all licensing includes service and support per annum)		
		Renewal Agreement for FY 2026		
		Licensing Renewal Date Feb 8 th , 2026		
		ESTIMATE ONLY DO NOT PAY UNTIL BILLED		
TOTAL				\$13,212.00



Integrated Services Proposal

For

Oklahoma County Treasurer

06/10/2025

SOW Valid For 30 Days After This Date

Proposal

Oklahoma County Treasurer has engaged ImageNet Consulting to work with their staff to design and implement a digital and automated system to address their critical business objectives. This document is intended to set expectations for efforts associated with implementing strategic change. Long term strategic vision built through the efforts described herein shall provide guidance to current and future transformation engagements.

The primary objective of this engagement will be the extension and continuation of services from an embedded ImageNet resource to continue efforts to consolidate images and data from several systems into one unified Laserfiche environment, as well as seeking opportunities for process improvements that can have a positive impact on not only the employee experience and efficiency but that of the citizens as well.

This would authorize the continuation of efforts as an integrated resource by ImageNet staff for 2 additional months in July and August, and attached is also the current project renewal costs of the Laserfiche Cloud licensing as it stands on June 8th, 2025. Bear in mind that any modifications to the licensing would impact the renewal in February.

Strategic Change

Based on available information, a phased approach is recommended to reach an ideal future state, initially focusing on high level understanding of the current state and challenges the organization faces leading to a roadmap, laying the foundation with guidance for adaptive change and continual value realization over time. This approach will provide the organization with the opportunity to adjust to changes, learning from them throughout the change and adapting without losing focus on the holistic and strategic goals of the organization's long-term future. The following is a high-level phased approach, focusing on the minimum needed to experience continual improvement and value over time.

Transformational Approach

Phase I:

Visioning, Strategy, and Process Literacy

Phase II and Beyond:

Incremental implementation of a roadmap and digital foundation as defined in Phase I, allowing for adaptive change based on new business needs and learnings.

Through the strategic use of integrated resources, this allows for a holistic solution to be developed, creating a centralized and efficient flow of documents, data, and processes to further the mission of the organization. Scope of Phase I can be limited to a specific department, or it can be done at a larger organization level that allows Oklahoma County Treasurer ability to discern the desired location for starting Phase II within their organization.

System Implementation Details

Licensing for Laserfiche has been procured and established in a separate document or a previous engagement. Should any new modules or licenses be identified as necessary they will need to be quoted and addressed at that point.

Phased Approach to the Future Environment

Phase I: Visioning, Strategy, and Process Literacy

- Visioning
 - Initial engagement to solidify a vision and strategic approach for transformation
 - provide the foundations for successful process literacy, which in turn sets the stage for transformative success
- Process Literacy
 - Building visual and textual aids to create mutual understanding of process, data, culture, and its respective sources and destinations.
 - Perform process analytics to derive meaningful insight into the requirements, quality and appropriate implementation of client processes
- Work Products
 - Process scoping - high level documentation of identified objective implementations within organization
 - Business case for identified phase two objectives - detailed documentation and narrative for the value proposed to be gained in phase II implementations. This can become the guiding light for ongoing transformation engagements.
 - Process Diagrams - Forms, diagrams, and graphical representations of processes and data flows containing both source and destination as well as the meaning and purpose.

Phase II: Incremental Transformation and Foundation Establishment

- Actualization of engagements driven by business case and other documentation defined in phase one
- Executing change in incremental phases once an agreed upon foundation is in place, providing consistency and value as a result.
- Quality assurance of each objective, including documentation and training.
- Guided transformation from current to future state to include careful consideration of data, documentation, process, client culture, and technology for successful change.

Investment and Scope

Investment

During this engagement, all efforts will be made by all parties to continually engage and progress in the change initiative, working through the phases mentioned above. Terms associated with engagement can be found in The Rules for Success section of this document. Throughout the engagement, if additional resources or skills are needed and/or desired, addendums to this document can be defined and agreed upon.

Services Included

During this engagement, all efforts will be made by all parties to continually engage and progress in the change initiative.

Service	Description
Consulting / Analysis	Collaborate to ensure goals and deliverables for the immediate change desired are well understood. If this is performed by an ImageNet partner, this element may not be necessary
Development / Implementation	Technical activities to execute on processes and data elements defined in consulting and analysis efforts.
Long Term Transformation Strategy	Time permitting and when appropriate, engage in follow-up analysis and vision definition to determine the next logical business process of value to be delivered.
Training	Educational engagement enabling client staff to utilize applications put in place with optimal efficiency. Training of available technical or super-user staff, enabling client to be self-sufficient in maintaining and further developing the system to the highest level of success possible.

Pricing

Item	Qty	Monthly Rate	Term	Total
Integrated Resources*	2	\$32,805.00	3 Month Minimum	\$65,610.00
*Monthly Equivalent Full Time Remote "employee(s)"; supporting resources are provided as appropriate				
Consulting/Analysis (beyond initial Period included in Term)	0	225.00	None	N/A

Milestones

Item	Description
Overall Period	Overall Timeframe for engagement. If additional detail is appropriate for specific activities, such will be found below
Consulting / Analysis	Early efforts to define the roadmap of change associated with the implementation efforts as well as requirements for the immediate change at hand
Development/ Implementation	Efforts to build and implement the solutions designed in the previous phase of change
Walkthrough and Design Acceptance	Review and walkthrough of the completed design with time for non-foundational revisions. Final design acceptance in preparation for Go-Live
Training	Coordinated training periods with client staff to review the product function as well as specific designs implemented and accepted in previous phases
Go-Live	Client staff using the newly developed system with limited oversight and high availability to the integrated resource to ensure any issues or assistance needs are quickly met. This will dramatically improve adoption and minimize negative impact to process.

Assumptions and Constraints

Type	Title	
Assumption	Resource Availability	Timeframe defined is dependent upon all resources having availability to review and act in a timely manner
Assumption	Scope	The immediate scope of Phase I is limited to high level understanding of challenges, structure, and focus priority
Assumption	Timeline	The timeframes provided are linear as an uninterrupted contract through final expiration of term

Risks

Type	Description	Mitigation
Resource availability	Lack of resources could reduce value output	Engage additional resources, when necessary. This would require a Change Request (CR).
Scope Creep	Defined need may be challenged during development	Leverage analyst skillset to challenge any changes and evaluate necessity. This would require a CR
Timeline	The defined timeframe may be	Ensure expectations and

	challenged if other assumptions prove false	communications are clear with proactive discussion regarding perceived threats to timeline
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Resources

Role	Name(s)	Responsibility	Contact Info
Lead Analyst	TBD	Collaborate with Client to accurately define vision and roadmap	
Project Manager	TBD	Proactively engage ImageNet and Client resources ensuring progress	tbd@imagenet.com
Designer	TBD	Implement agreed upon road map and deliver training to users and administrators	
Account Executive	Amber Shelton	Manage overall account relationship and expectations	AShelton@ImageNet.com
Client SME	Joe Watson	Provide process and organization structure as well as data and documentation. Critical role for enabling successful change	joe.watson@oklahomacounty.org
Client Technical Resource	Joe Watson	Client technical resource for any configuration or accessibility issues	joe.watson@oklahomacounty.org
Client Primary Stakeholder	Joe Watson	Primary decision maker for final user acceptance phases	joe.watson@oklahomacounty.org

Rules for Successful Engagement

RATE GUARANTEE

This rate is guaranteed for the "Initial Term" noted on the Purchase Agreement. We reserve the right to increase rates annually not to exceed 10% the previous rates.

MONTHLY RECURRING SERVICES SUBSCRIPTIONS

After the "Initial Term" the service plan may be renewed for another twelve (12) month period, the "Renewal Term" with signed Amendment to continue services under this Agreement. The "Renewal Term" can be terminated at any time with thirty (30) day written notice.

TERMINATION

Termination for any reason whatsoever is effective thirty (30) days following written notice to ImageNet.

RESOURCE AVAILABILITY

Team members PTO is included during time periods. For planned absences, Client shall be notified a minimum of two weeks in advance of such absence. Should a resource be unavailable for a significant time period, a secondary resource may be brought into the engagement to replace the unavailable resource. ImageNet will notify Client of the situation and options before engaging the new resource.

INVOICE PROCEDURES

Invoices will be generated and sent to Client at the beginning of each month. Payments for services invoiced are due based on the agreed terms in the PSA and SLA. Recurring Services and software subscription fees will be invoiced monthly.

CHANGE CONTROL PROCEDURE

The following process will be followed if a change to this plan is required:

A Change Request (CR) will be the vehicle for communicating change. The CR must describe the change, the rationale for the change, and the effect the change will have on the engagement.

- The requesting party (ImageNet or Client) will review the proposed change with appropriate resources to determine value and, if the value is appropriate, submit the CR to the Project Managers of impacted organizations.
- Appropriate parties will review the impact of the proposed change and, if mutually agreed, the CR must be signed by both parties to authorize implementation of the requested change.

Client Responsibilities

Type	Contact Info
Staff Resources	Client to identify and provide an IT Administrator for solution implementation and support interaction.
Staff Resources	Client will provide an onsite primary contact person responsible for providing direction and approvals on completion of work.
Accessibility	Client will provide access to all areas required to complete this project. Any areas of high security or hazard should be made known prior to project commencement.
Accessibility	Client will provide access to all information and documentation required to complete this project.
Accessibility	Client will provide Remote Access capabilities and credentials so that ongoing support can be provided as necessary via phone and remote desktop support.
Accessibility	Client will assure that all required LAN/WAN access and administrative rights are made available to complete the installation.
Systems	Client will directly provide all non-ImageNet Hardware and software support, unless specifically indicated otherwise in a separate quote, and assure that all hardware meets required specifications.
Systems	Client will verify final and ongoing maintenance and user setup.
Systems	Client is solely responsible for back-up of any systems and databases present within their network and hardware, including application data. ImageNet maintains no backups.
Systems	Client will be responsible for all non-application related system setup, configuration, resources, and functions. Servers must operate on a currently supported Microsoft Windows environment.
Timeline	Client is responsible for providing access and maintaining agreed upon timeline. ImageNet staff may be idled as a result of delays. If significant delays are encountered during the service efforts outside of ImageNet's control, a re-engagement fee of \$2,500.00 will be charged prior to ImageNet reengaging. For integrated Resources the reengagement fee will be a total of 1 week (1/4 monthly rate) for resource reallocation time.

Change Requests

If any changes or additions are required outside of the defined scope and deliverables previously listed, a Project Change Order Request will need to be completed and signed by both the Client Project Manager and ImageNet Consulting representatives. (Copy attached)

Assumptions & Terms

- Rates are based on a commitment that work is to be performed during regular business hours; 8AM to 5PM local time, Monday through Friday
- It's assumed that all work will be completed as a continuous effort. Disruptions of this continuous effort beyond the contract of ImageNet Consulting may require additional costs, see "Timeline" on page 9 for fee schedule. Additionally, if the project finishes ahead of the estimated completion date, there will be no credit issued to the client.
- All System Engineer work outside of the work defined within the proposal is billed accordingly to SLA in place
- All Process Analyst work outside of the work defined within the proposal is billed accordingly to SLA in place
- For a full Professional Service Agreement, see appendix A.

This Consulting Services Agreement (the "**Agreement**") is made and entered into as of _____ the "**Effective Date**") by and between ImageNet Consulting, with a place of business at 913 North Broadway, Oklahoma City, OK 73102 (ImageNet) and BOCC on behalf of Oklahoma Country Treasurer with a place of business at 320 Robert S. Kerr Avenue, #307 Oklahoma City, OK 73102 ("**Client**").

Pursuant to this Agreement, Client is engaging ImageNet to provide certain consulting services as more fully described herein.

Client has read and agrees to the terms and conditions and the documents annexed hereto. This Agreement will be effective only when executed below by both parties.

AGREED TO:

Client

ImageNet

Authorized Representative Signature

Name:

Authorized Representative Signature

Name: Ramsey Oklah

Title:

Title: Vice President, Enterprise Content Services

Email:

Email: ROklah@ImageNet.com

Telephone:

Telephone: 405.314.0447

County Request No. 428

REQUEST FOR LEGAL SERVICES

This form is used to provide legal opinions and contract approval by the District Attorney's Office. Only that advice that is related to a pending or potential claim against the County or its officers and employees is protected by the attorney-client privilege. Opinions that are privileged should not be disclosed to anyone or the privilege may be waived.

All legal opinions and approvals rendered are based only on the documentation and information stated below or attached to this form and, thus, it is important that all relevant facts and information be provided at the time of review. Please advise the District Attorney's Office of new or additional information, as it may cause the opinion to change. In all cases, the opinions of the District Attorney's Office are not binding on the County, its officers or employees and may be followed or disregarded in the discretion of the elected official.

Date of Request: 6/12/2025 Department: Treasurer

State the nature of the legal request: Review renewal agreement between ImageNet

Consulting and the BOCC for the Oklahoma County Treasurer, to provide imaging services.

Original agreement was approved 01/23/2025.

RECEIVED

JUN 12 2025

CIVIL DIVISION
DISTRICT ATTORNEY

Ernest "Butch" Freeman

County Officer or Department Director

Reply of District Attorney's Office: _____

Reviewed - OK

Date of Reply: 6/12/25

[Signature]
Assistant District Attorney