

**STATE OF TEXAS  
PURCHASE ORDER**

4/6/2016 Contract and PO have been amended to reflect the corrected annual maintenance fee term dates. Please see attached.

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government		<b>4. Purchase Order No.</b> 306-16-8072	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
<b>2. Agency Billing Address</b> **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185		<b>5. PCC</b> D	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>3. Destination of goods or service</b> <b>FOB Destination</b> <b>Receiving Hours: 7:30 AM - 4:00 PM</b> Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> Spacesaver Systems, Inc. dba Infolinx System Solutions 10800 Connecticut Ave Kensington, MD 20895	
*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."		<b>7. Document (order) amt</b> \$94,751.00	<b>16. Vendor Contact Info:</b> Tim Butler Phone: (240) 283-1961 Fax: Email: timb@infolinx.com	
		<b>8. REF DOC</b>	<b>10. Agency Contact:</b> Pam Rodriguez Phone: (512) 463-3037 Email: prodriguez@tsl.texas.gov Fax: (512) 475-3393	
		<b>9. Service Period or Expected Delivery Date:</b> 9/1/2015 - 4/30/2017	<b>11. TSLAC Project Contact:</b> Craig Kelso Phone: (512) 463-5534 Email: ckelso@tsl.texas.gov	

**17. Description**

Support and Maintenance for the Texlinx System

FY16 Costs are associated with contract # 306-14-8168, Amendment 2, Amendment 3, and Amendment 4.

DIR Exemption Approval: WA-08-13-6519

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66167	16	7299	7699	\$29,506.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Funds are commission approved for incidentals, such as customized reports and system support. These funds are valid for one year after the system go-live date: May 1, 2015	920-45	1	Lot(s)	\$2,086.00	\$2,086.00
2.	Database Enhancements outlined in Appendix A	920-46	1	Lot(s)	\$21,420.00	\$21,420.00
3.	Contingency Funds for other unexpected changes to the system	920-45	1	Lot(s)	\$6,000.00	\$6,000.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	66167	16	7262	7699	\$65,245.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
4.	Annual Maintenance Fee for the period of May 1, 2016 - April 30, 2017	209-37	1	Lot(s)	\$59,995.00	\$59,995.00
5.	TexLinx Test Site Maintenance	920-45	1	Lot(s)	\$5,250.00	\$5,250.00

**INTERNAL PO ONLY**

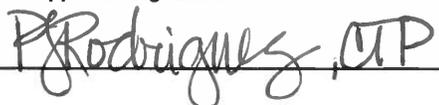
**Grand Total \$94,751.00**

26. Legal Cites: DIR Blanket Exemption applies for this purchase

27. Division Tracking Number: SLRM 16-039, SLRM 16-026, SLRM 16-061

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency. If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

<b>28. Approval Signature</b> 	<b>Date</b> 4/14/2016	<b>29. Vendor Signature</b>	<b>Date</b>
--	--------------------------	-----------------------------	-------------

# STATE OF TEXAS PURCHASE ORDER

4/6/2016 Contract and PO have been amended to reflect the corrected annual maintenance fee term dates. Please see attached.

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> <b>306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8072	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
<b>2. Agency Billing Address</b> **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	<b>5. PCC</b> D	<b>14. Vendor Identification No:</b> ██████████	
*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."	<b>6. Current Document No.</b>  <b>7. Document (order) amt</b> <b>\$94,751.00</b>	<b>15. Vendor Address:</b>  Spacesaver Systems, Inc. dba Infolinx System Solutions  10800 Connecticut Ave Kensington, MD 20895	
<b>3. Destination of goods or service</b> <b>FOB Destination</b>  <b>Receiving Hours: 7:30 AM - 4:00 PM</b> Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>8. REF DOC</b>  <b>9. Service Period or Expected Delivery Date:</b> 9/1/2015 - 4/30/2017	<b>16. Vendor Contact Info:</b> Tim Butler <b>Phone:</b> (240) 283-1961 <b>Fax:</b> <b>Email:</b> timb@infolinx.com	
	<b>10. Agency Contact:</b> Pam Rodriguez <b>Email:</b> prodriguez@tsl.texas.gov	<b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393	
	<b>11. TSLAC Project Contact:</b> Craig Kelso <b>Email:</b> ckelso@tsl.texas.gov	<b>Phone:</b> (512) 463-5534	

**17. Description**

Support and Maintenance for the Texlinx System

FY16 Costs are associated with contract # 306-14-8168, Amendment 2, Amendment 3, and Amendment 4.

DIR Exemption Approval: WA-08-13-6519

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66167	16	7299	7699	\$29,506.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Funds are commission approved for incidentals, such as customized reports and system support. These funds are valid for one year after the system go-live date: May 1, 2015	920-45	1	Lot(s)	\$2,086.00	\$2,086.00
2.	Database Enhancements outlined in Appendix A	920-46	1	Lot(s)	\$21,420.00	\$21,420.00
3.	Contingency Funds for other unexpected changes to the system	920-45	1	Lot(s)	\$6,000.00	\$6,000.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	66167	16	7262	7699	\$65,245.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
4.	Annual Maintenance Fee for the period of May 1, 2016 - April 30, 2017	209-37	1	Lot(s)	\$59,995.00	\$59,995.00
5.	TexLinx Test Site Maintenance	920-45	1	Lot(s)	\$5,250.00	\$5,250.00

**INTERNAL PO ONLY**

**Grand Total                      \$94,751.00**

**26. Legal Cites:** DIR Blanket Exemption applies for this purchase

**27. Division Tracking Number:** SLRM 16-039, SLRM 16-026, SLRM 16-061

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
If you need further proof of this, please contact the Agency Contact in box #10.

**Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.**

<b>28. Approval Signature</b>	<b>Date</b>	<b>29. Vendor Signature</b>	<b>Date</b>
-------------------------------	-------------	-----------------------------	-------------

## STATE OF TEXAS PURCHASE ORDER

12/7/2015 Contract has been signed and PO includes annual fee and other funds needed for enhancements and site support.

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8072	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
<b>2. Agency Billing Address</b> **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185  *VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."	<b>5. PCC</b> D	<b>14. Vendor Identification No:</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span>	
	<b>7. Document (order) amt</b> \$94,751.00	<b>15. Vendor Address:</b>  Spacesaver Systems, Inc. dba Infolinx System Solutions  10800 Connecticut Ave Kensington, MD 20895	
	<b>8. REF DOC</b>		
	<b>9. Service Period or Expected Delivery Date:</b> 9/1/2015 - 8/31/2016	<b>16. Vendor Contact Info:</b> Tim Butler Phone: (240) 283-1961                    Fax: Email: timb@infolinx.com	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>10. Agency Contact:</b> Pam Rodriguez                    Phone: (512) 463-3037 Email: prodriguez@tsl.texas.gov                    Fax: (512) 475-3393		<b>11. TSLAC Project Contact:</b> Craig Kelso                    Phone: (512) 463-5534 Email: ckelso@tsl.texas.gov

**17. Description**

Support and Maintenance for the Texlinx System

FY16 Costs are associated with contract # 306-14-8168, Amendment 2, and Amendment 3.

DIR Exemption Approval: WA-08-13-6519

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66167	16	7299	7699	\$29,506.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Funds are commission approved for incidentals, such as customized reports and system support. These funds are valid for one year after the system go-live date: May 1, 2015	920-45	1	Lot(s)	\$2,086.00	\$2,086.00
2.	Database Enhancements outlined in Appendix A	920-46	1	Lot(s)	\$21,420.00	\$21,420.00
3.	Contingency Funds for other unexpected changes to the system	920-45	1	Lot(s)	\$6,000.00	\$6,000.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	66167	16	7262	7699	\$65,245.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
4.	Annual Maintenance Fee for the period of April 1, 2016 - March 31, 2017	209-37	1	Lot(s)	\$59,995.00	\$59,995.00
5.	TexLinx Test Site Maintenance	920-45	1	Lot(s)	\$5,250.00	\$5,250.00

**INTERNAL PO ONLY**

**Grand Total                    \$94,751.00**

**26. Legal Cites:** DIR Blanket Exemption applies for this purchase

**27. Division Tracking Number:** SLRM 16-039, SLRM 16-026, SLRM 16-061

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

<b>28. Approval Signature</b> 	<b>Date</b> 12/7/2015	<b>29. Vendor Signature</b>	<b>Date</b>
-----------------------------------	--------------------------	-----------------------------	-------------

**Appendix A, Amendment 3  
FY2016 Texlinx Enhancement Request**

	<b>System Tab</b>	<b>Request</b>	<b>Additional Explanation</b>	<b>Estimated Amount</b>
1	<b>All Tabs</b>	When an item is classified as Deleted, the text currently becomes italicized. The text should also change to a different color or style (bold).	Italicize and color, so when printed they are still in italics.	\$900
2	<b>All Tabs - Sorting two ways</b>	Allow multiple levels of sort on Home page grid for all items.	Example: Allow secondary Sort by Organization AND Create Date.	\$3,600
3	<b>System</b>	System Wide Timeout display.	Timeout Clock - add to all views	\$1,800
4	<b>System</b>	Branding from Infolinx to "Texlinx."	We are working on a Logo. We would like to replace the Infolinx logo in the upper left corner in the system.	\$450
5	<b>Organization</b>	Change field name "Sub Business Unit" to "Business Sub-Unit."	It is a grammatical issue. Business Unit then Business Sub Unit since it is an offshoot of Business Unit.	\$225
6	<b>Organization /Invoice data</b>	We need to charge at Agency Level when transferring items to another agency. However we need to exclude charging within transferring within an agency (i.e. division to another division within an agency).	Currently charging agencies that are reorganizing internally. We can manually fix this through invoice data tab but would be more efficient and would not be missed if automatic that division to division would not create a charge within the same agency.	\$1,800
7	<b>Individual</b>	On the create/update page, Associated Organizations field needs a "SELECT ALL" feature for those individuals who can see all divisions, business units, and sub-business units at their agency.	Currently have to click every radio button to give access to multiple divisions. When there are agencies with many divisions (TCEQ and DSHS), it is easy to skip one and not know it; plus, it is also reduces productivity.	\$1,800
8	<b>Boxes, Microforms, Imaging Production</b>	Change the label "Beginning File / Ending File Range" to "Beginning File   Ending File Range."	Beginning File/Ending File Range - Replace the "/" with a " ", to better illustrate the use of the Pipe symbol which is the correct symbol to use as a separator.	\$225
9	<b>Boxes</b>	Rearrange the fields in a consistent order. Record Series needs a higher placement on the page -- directly after Organization.	The fields for Microforms and Boxes should be in a consistent order (as much as possible for these two different media tabs) for uniformity.	\$450
10	<b>Files</b>	Add Data Sheet.	Add the ability to create multiple files using data sheets.	\$1,800
11	<b>Disaster Recovery</b>	Specific Return Date field should not appear unless Scheduled is selected as the Return Type.	Currently, the Specific Return Date always appears regardless of its needed. This field should appear only when "Scheduled" is selected as the Return Type.	\$225
12	<b>Fiche Circulation</b>	Should work like other media. Printable barcodes, with full request functionality.	Need full functionality so receipt forms will look same as other items circulated so customers will not be confused.	\$1,800
13	<b>Imaging Production</b>	Record Series should be a Required field only when Will Source Media Be Stored at SRC is checked.	If source media will be stored here THEN the Record Series should be required.	\$225
14	<b>Class</b>	When a class registration record is created, Class status defaults to Registered.	This will save steps when mass registrations are entered into the system for regionals or eRecords Conference.	\$225
15	<b>Class Registration</b>	Pull additional fields from Individuals. Add Job Title, Email, Address, Phone Number.	To create rosters and reports to be able to track annual data and provide information for performance measures.	\$450
16	<b>Recert Admin</b>	Update unique index: Agency Name, Schedule Number, Amendment Number.	Adding the amendment number so that the tab is functional for the analysts.	\$225
17	<b>Recert Admin</b>	Create workflow checklist (similar to Organization Workflow on Disposition Notice tab) for extension tracking. Checkboxes for Extension 1, Extension 2, Ex. 3, Ext 4. Include date field next to checkboxes to enter new due date for extension.	Will allow us to route through system without having to use paper checklists and allow RMA manager to track status of all schedules regardless of the analyst in one place.	\$1,350
18	<b>Recert Admin</b>	Change Approval Process simple list to a workflow checklist. Checkboxes for RMA Approval, Archives Approval, Auditor Approval, Approved. Included date field next to checkboxes to enter approval dates.	This tab will also help RMA manager manage workflow and enhance reporting capabilities.	\$1,350
19	<b>Picklist - Files</b>	Files need to show a shelf location in addition to the box the file goes into.	Currently the file picklist only shows the box associated with the file. To figure out where the box is in the SRC staff must research each box to find the shelf.	\$0

**Appendix A, Amendment 3  
FY2016 Texlinx Enhancement Request**

	System Tab	Request	Additional Explanation	Estimated Amount
20	Disposition	A Checkbox for Boxes and Microforms "Run Retention" so when we get lists to destroy, we can pre-select the boxes prior to creating the batch.	There are times we need to select one box in a sea of others, and would rather have the ability to destroy by selecting individual boxes, or groups of boxes. This would be in addition to the option to either run retention as the system does now.	\$450
21	Disposition	Add total number of barcodes to the top of all disposition reports.	This will assist SRC staff when completing large groups of destruction.	\$450
22	Disposition	Allow TSLAC to disassociate records from the foreign key which connects them to the batch.	If customer is running retention and realizes they should not have run them before checking, we have to run a sql script to remove the key that ties boxes to a batch. This will eliminate need to call for Infolinx support.	\$1,350
23	Disposition	Break up the Record Series list by organization, rather than every RS in the system being displayed. This will make the list much more manageable especially as the list grows.	Currently you have to ctrl-select each Record Series you want for one batch. If you "mess up" and not hold ctrl, you have created a bad batch.	\$1,800
24	Disposition	Add the batch number to the top of all disposition reports.	Stamp batch number on disposition reports.	\$0
25	Disposition	Use radio buttons so we can select multiple records series titles for one batch.	Currently it is all or one at a time.	\$900
26	Permanent Withdrawal	Add checkbox.	We want BOXES and MICROFORMS that are requested as "Perm Outs" have a checkbox in the item record so we can easily search and find our "permanent withdrawals" to give us a better method of researching customer questions.	\$1,800
27	Texas Delivery Report	Add Phone Number to requestor address information.	After address information (it is a field in individuals).	\$225
28	Texas Delivery Report	Add total number of items to end of report.	# of Items Picked Up/Delivered = (a count of the barcodes).	\$225
29	Texas Delivery Report	Add more fields on the FILTER or ADVANCED FILTER.	Would like to be able to sort the Texas Delivery Report (1) by Barcodes (2) by Item type.	\$675
30	Custom Report1	Snapshot "Activity" Report for customers.	List and Number of Microform Circulations, Number of Box Circulations, Number of File Circulations, Number of disaster Recovery Rotations, Number of Disaster Recovery items in "DR Checkin", Number of destructions, Number of accessions, Number of Permanent Withdrawals, number of deliveries - sorted by orgs, or all orgs.	\$0
31	Custom Report2	Snapshot storage reports for customers.	(1) List of Disaster Recovery items in "DR Checkin" (2) List of Boxes in storage. (3) List of microforms in storage. (4) List of microfiche in storage. (5) List of files in storage. (All With totals) Columns: (barcodes, Legacy Tracking Number, Agency Container number).	\$0
32	Boxes and Microforms	Make Drive Date a required field		\$225
			Total	\$27,000
			20% price discount for completing all enhancements at once	\$21,420
33	Maintain test database	Keep the test site through the first year of implementation. This has been very useful for recreating problems and/or testing fixes provided by Infolinx.	\$750 a month @ 7 months.	\$5,250
34	Contingency	10% of annual fee encumbered for unexpected enhancements.		\$6,000
			Total Request	\$32,670

**Activity Snapshot Report**

Org (Agency-Division)	Media Type	Barcode	Service Date Range	Date of Last Transfer	Agency box/reel/Dr #	Type of Circulation
TSLAC - SRC	Box	7575873	8/1/2015-8/31/2015	8/1/2015	13	Permanent Withdrawal
TSLAC - SRC	Microfiche	1121212	8/1/2015-8/31/2015	8/7/2015	7	Accession Rush Regular

To:

Location Description  
Shelf

From:

Location Description  
Kim Bradley

Org (Agency-Division)	Media Type	Legacy Tracking Number	Barcode	Agency box/reel/Dr #
	Box	14-0003030	50050	2

In Storage Report

Billable? (Home/Hub=SRC or DR Checkin, accession checked)	Current Location	First File	Last File	Eligible Destruction Date
Y	SRC	A	B	8/31/2016

**STATE OF TEXAS  
PURCHASE ORDER**

9/10/2015 Amended details of PO to reflect purpose of funds and the service date.

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government		<b>4. Purchase Order No.</b> 306-16-8072	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
<b>2. Agency Billing Address</b> **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185		<b>5. PCC</b> D	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> Spacesaver Systems, Inc. dba Infolinx System Solutions 10800 Connecticut Ave Kensington, MD 20895	
*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."		<b>7. Document (order) amt</b> \$2,086.00	<b>16. Vendor Contact Info:</b> Tim Butler Phone: (240) 283-1961 Fax: Email: timb@infolinx.com	
		<b>8. REF DOC</b>		
		<b>9. Service Period or Expected Delivery Date:</b> 9/1/2015 - 4/30/2016		
		<b>10. Agency Contact:</b> Pam Rodriguez Email: prodriguez@tsl.texas.gov	Phone: (512) 463-3037 Fax: (512) 475-3393	
		<b>11. TSLAC Project Contact:</b> Craig Kelso Email: ckelso@tsl.texas.gov	Phone: (512) 463-5534	

**17. Description**

Support and Maintenance for the Texlinx System

FY16 Costs are associated with contract # 306-14-8168 and Amendment 2.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66167	16	7299	7699	\$2,086.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Funds are commission approved for incidentals, such as customized reports and system support. These funds are valid for one year after the system go-live date: May 1, 2015.	920-45	1	Lot(s)	\$2,086.00	\$2,086.00

**INTERNAL PO ONLY**

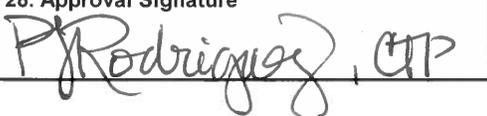
**Grand Total \$2,086.00**

**26. Legal Cites:** DIR Blanket Exemption applies for this purchase

**27. Division Tracking Number:** SLRM 16-039

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

<b>28. Approval Signature</b> 	<b>Date</b> 9/10/2015	<b>29. Vendor Signature</b>	<b>Date</b>
---	--------------------------	-----------------------------	-------------

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8072	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> D	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> Spacesaver Systems, Inc. dba Infolinx System Solutions 10800 Connecticut Ave Kensington, MD 20895	
	<b>7. Document (order) amt</b> \$2,086.00	<b>16. Vendor Contact Info:</b> Tim Butler <b>Phone:</b> (240) 283-1961 <b>Fax:</b> <b>Email:</b> timb@infolinx.com	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 9/1/2015 - 8/31/2016	
	<b>10. Agency Contact:</b> Pam Rodriguez <b>Email:</b> prodiguez@tsl.texas.gov		<b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393
	<b>11. TSLAC Project Contact:</b> Craig Kelso <b>Email:</b> ckelso@tsl.texas.gov		<b>Phone:</b> (512) 463-5534

**17. Description**

*Support and Maintenance for the Texlinx System*

*FY16 Costs are covered under the current contract # 306-14-8168 and Amendment 1.*

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66167	16	7299	7699	\$2,086.00	
19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Support and Maintenance for the TexLinx System	920-45	1	Lot(s)	\$2,086.00	\$2,086.00

**INTERNAL PO ONLY**

**Grand Total**                    \$2,086.00

**26. Legal Cites:** DIR Blanket Exemption applies for this purchase

**27. Division Tracking Number:** SLRM 16-039

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

<b>28. Approval Signature</b> 	<b>Date</b> 9/18/2015	<b>29. Vendor Signature</b>	<b>Date</b>
---	--------------------------	-----------------------------	-------------

**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION  
CONTRACT FOR SERVICES  
AMENDMENT 3 TO CONTRACT: 306-14-8168**

FY14: 306-14-8168  
FY15: 306-15-8004  
FY16: 306-16-8072

**I. CONTRACTING PARTIES**

**The Receiving Agency:** Texas State Library and Archives Commission (TSLAC)

**The Performing Vendor:** Infolinx System Solutions (Infolinx)

This Amendment 3 amends only Sections II, VII and VIII of the Original Contract 306-14-8168.

Except as amended below, all terms of the original Contract between TSLAC and Infolinx dated October 16, 2013, and this Amendment 3, dated November 19, 2015, which supersedes Amendment 1 dated June 16, 2014, and Amendment 2 dated November 21, 2014, will remain in effect.

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

Subject to all of the provisions within the original Contract, Infolinx will provide an online, real-time records management cloud-based system using the Microsoft Azure platform for 12 named and 70 concurrent users. The browser will be based on Web 2.0 standards and will be available via Internet Explorer, Firefox and Chrome.

In addition, Infolinx agrees to provide the following for the TSLAC system within the scope of this Amendment 3.

- a. Infolinx will continue to maintain the TexLinx test site in the cloud environment at the rate of \$750.00 per month.
- b. Infolinx will make changes to the interface that will be provided by the Project Manager, Craig Kelso.
- c. In addition, Infolinx will provide the enhancements provided in Appendix A of this Amendment 3.

Annual renewal includes one year of software maintenance and cloud storage at the rate of \$59,995.00.

**VII. PAYMENT FOR SERVICES**

Vendor must place the following tracking number on each invoice issued under this Amendment 3. Tracking numbers for future renewals will be assigned in the documentation for the renewal. Payments will be rendered upon acceptance of the following services.

The annual renewal amount under this Amendment 3 for the service period of April 1, 2016 through March 31, 2017 shall not exceed the amount of \$59,995.00.

The TexLinx test site will be maintained through April 30, 2016, at a cost of \$750 per month, not to exceed a total of \$5,250.00.

Additional services and enhancements as outlined in Appendix A to this Amendment 3, to be completed during the service period of September 1, 2015 through April 30, 2016 shall not exceed the amount of \$27,420.00.

Term: September 1, 2015 – April 30, 2016; Tracking number: 306-16-8072

Invoices for services must contain the tracking number listed above, for the time periods listed, and be submitted to the following address.

Invoices not sent to either the physical OR email address below **will not** be accepted nor processed for payment.

Texas State Library and Archives Commission  
Accounting Department  
PO Box 12516  
Austin, Texas 78711

OR

[AP@tsl.texas.gov](mailto:AP@tsl.texas.gov)

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION  
CONTRACT FOR SERVICES  
AMENDMENT 3 TO CONTRACT: 306-14-8168

FY14: 306-14-8168  
FY15: 306-15-8004  
FY16: 306-16-8072

VIII. CONTRACT AMOUNT

This Amendment 3 amends the total contract amount as stated Section III, which increases the amount specified in the original Contract, Amendment 1, and Amendment 2 by \$32,370.00 to a total of \$167,165.00.

This Amendment 3 does not amend the dates for the Payment Milestones identified in previous documents.

Payments under this Amendment 3 will be processed according to terms and conditions in Section IV of the Amendment 2, based upon completion of each deliverable specified in Appendix A of this Amendment 3.

THE UNDERSIGNED RECEIVING AGENCY Hereby certifies that:

- (1) Services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of State Government;
- (2) The services, supplies or materials contracted for are not required by Section 21, Article 16, of the Constitution of Texas to be supplied under contract given to the lowest bidder.

Receiving Agency

Texas State Library and Archives Commission  
P.O. Box 12927  
Austin, Texas 78711-2927

Performing Agency

Infolinx  
10800 Connecticut Avenue  
Kensington, Maryland 20895-2102



Donna Osborne  
Chief Fiscal and Operation Officer



Tim Butler  
Managing Director

Date

12/4/15

Date

12/4/15

Approved:

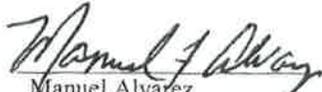


Craig Kelso  
Director of State & Local Records Management

12/4/15  
Date

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION  
CONTRACT FOR SERVICES  
AMENDMENT 3 TO CONTRACT: 306-14-8168

FY14: 306-14-8168  
FY15: 306-15-8004  
FY16: 306-16-8072

 12-7-15  
Manuel Alvarez Date  
Director of Information Resources &  
Technologies

 12-7-15  
Charlotte Craig, CTPM, CTCM Date

**Appendix A, Amendment 3  
FY2016 Texlinx Enhancement Request**

	<b>System Tab</b>	<b>Request</b>	<b>Additional Explanation</b>	<b>Estimated Amount</b>
1	<b>All Tabs</b>	When an item is classified as Deleted, the text currently becomes italicized. The text should also change to a different color or style (bold).	Italicize and color, so when printed they are still in italics.	\$900
2	<b>All Tabs - Sorting two ways</b>	Allow multiple levels of sort on Home page grid for all items.	Example: Allow secondary Sort by Organization AND Create Date.	\$3,600
3	<b>System</b>	System Wide Timeout display.	Timeout Clock - add to all views	\$1,800
4	<b>System</b>	Branding from Infolinx to "Texlinx."	We are working on a Logo. We would like to replace the Infolinx logo in the upper left corner in the system.	\$450
5	<b>Organization</b>	Change field name "Sub Business Unit" to "Business Sub-Unit."	It is a grammatical issue. Business Unit then Business Sub Unit since it is an offshoot of Business Unit.	\$225
6	<b>Organization /Invoice data</b>	We need to charge at Agency Level when transferring items to another agency. However we need to exclude charging within transferring within an agency (i.e. division to another division within an agency).	Currently charging agencies that are reorganizing internally. We can manually fix this through invoice data tab but would be more efficient and would not be missed if automatic that division to division would not create a charge within the same agency.	\$1,800
7	<b>Individual</b>	On the create/update page, Associated Organizations field needs a "SELECT ALL" feature for those individuals who can see all divisions, business units, and sub-business units at their agency.	Currently have to click every radio button to give access to multiple divisions. When there are agencies with many divisions (TCEQ and DSHS), it is easy to skip one and not know it; plus, it is also reduces productivity.	\$1,800
8	<b>Boxes, Microforms, Imaging Production</b>	Change the label "Beginning File / Ending File Range" to "Beginning File   Ending File Range."	Beginning File/Ending File Range - Replace the "/" with a " ", to better illustrate the use of the Pipe symbol which is the correct symbol to use as a separator.	\$225
9	<b>Boxes</b>	Rearrange the fields in a consistent order. Record Series needs a higher placement on the page -- directly after Organization.	The fields for Microforms and Boxes should be in a consistent order (as much as possible for these two different media tabs) for uniformity.	\$450
10	<b>Files</b>	Add Data Sheet.	Add the ability to create multiple files using data sheets.	\$1,800
11	<b>Disaster Recovery</b>	Specific Return Date field should not appear unless Scheduled is selected as the Return Type.	Currently, the Specific Return Date always appears regardless of its needed. This field should appear only when "Scheduled" is selected as the Return Type.	\$225
12	<b>Fiche Circulation</b>	Should work like other media. Printable barcodes, with full request functionality.	Need full functionality so receipt forms will look same as other items circulated so customers will not be confused.	\$1,800
13	<b>Imaging Production</b>	Record Series should be a Required field only when Will Source Media Be Stored at SRC is checked.	If source media will be stored here THEN the Record Series should be required.	\$225
14	<b>Class</b>	When a class registration record is created, Class status defaults to Registered.	This will save steps when mass registrations are entered into the system for regionals or eRecords Conference.	\$225
15	<b>Class Registration</b>	Pull additional fields from Individuals. Add Job Title, Email, Address, Phone Number.	To create rosters and reports to be able to track annual data and provide information for performance measures.	\$450
16	<b>Recert Admin</b>	Update unique index: Agency Name, Schedule Number, Amendment Number.	Adding the amendment number so that the tab is functional for the analysts.	\$225
17	<b>Recert Admin</b>	Create workflow checklist (similar to Organization Workflow on Disposition Notice tab) for extension tracking. Checkboxes for Extension 1, Extension 2, Ex. 3, Ext 4. Include date field next to checkboxes to enter new due date for extension.	Will allow us to route through system without having to use paper checklists and allow RMA manager to track status of all schedules regardless of the analyst in one place.	\$1,350
18	<b>Recert Admin</b>	Change Approval Process simple list to a workflow checklist. Checkboxes for RMA Approval, Archives Approval, Auditor Approval, Approved. Included date field next to checkboxes to enter approval dates.	This tab will also help RMA manager manage workflow and enhance reporting capabilities.	\$1,350
19	<b>Picklist - Files</b>	Files need to show a shelf location in addition to the box the file goes into.	Currently the file picklist only shows the box associated with the file. To figure out where the box is in the SRC staff must research each box to find the shelf.	\$0

**Appendix A, Amendment 3  
FY2016 Texlinx Enhancement Request**

	System Tab	Request	Additional Explanation	Estimated Amount
20	Disposition	A Checkbox for Boxes and Microforms "Run Retention" so when we get lists to destroy, we can pre-select the boxes prior to creating the batch.	There are times we need to select one box in a sea of others, and would rather have the ability to destroy by selecting individual boxes, or groups of boxes. This would be in addition to the option to either run retention as the system does now.	\$450
21	Disposition	Add total number of barcodes to the top of all disposition reports.	This will assist SRC staff when completing large groups of destruction.	\$450
22	Disposition	Allow TSLAC to disassociate records from the foreign key which connects them to the batch.	If customer is running retention and realizes they should not have run them before checking, we have to run a sql script to remove the key that ties boxes to a batch. This will eliminate need to call for Infolinx support.	\$1,350
23	Disposition	Break up the Record Series list by organization, rather than every RS in the system being displayed. This will make the list much more manageable especially as the list grows.	Currently you have to ctrl-select each Record Series you want for one batch. If you "mess up" and not hold ctrl, you have created a bad batch.	\$1,800
24	Disposition	Add the batch number to the top of all disposition reports.	Stamp batch number on disposition reports.	\$0
25	Disposition	Use radio buttons so we can select multiple records series titles for one batch.	Currently it is all or one at a time.	\$900
26	Permanent Withdrawal	Add checkbox.	We want BOXES and MICROFORMS that are requested as "Perm Outs" have a checkbox in the item record so we can easily search and find our "permanent withdrawals" to give us a better method of researching customer questions.	\$1,800
27	Texas Delivery Report	Add Phone Number to requestor address information.	After address information (it is a field in individuals).	\$225
28	Texas Delivery Report	Add total number of items to end of report.	# of Items Picked Up/Delivered = (a count of the barcodes).	\$225
29	Texas Delivery Report	Add more fields on the FILTER or ADVANCED FILTER.	Would like to be able to sort the Texas Delivery Report (1) by Barcodes (2) by Item type.	\$675
30	Custom Report1	Snapshot "Activity" Report for customers.	List and Number of Microform Circulations, Number of Box Circulations, Number of File Circulations, Number of disaster Recovery Rotations, Number of Disaster Recovery items in "DR Checkin", Number of destructions, Number of accessions, Number of Permanent Withdrawals, number of deliveries - sorted by orgs, or all orgs.	\$0
31	Custom Report2	Snapshot storage reports for customers.	(1) List of Disaster Recovery items in "DR Checkin" (2) List of Boxes in storage. (3) List of microforms in storage. (4) List of microfiche in storage. (5) List of files in storage. (All With totals) Columns: (barcodes, Legacy Tracking Number, Agency Container number).	\$0
32	Boxes and Microforms	Make Drive Date a required field		\$225
			Total	\$27,000
			20% price discount for completing all enhancements at once	\$21,420
33	Maintain test database	Keep the test site through the first year of implementation. This has been very useful for recreating problems and/or testing fixes provided by Infolinx.	\$750 a month @ 7 months.	\$5,250
34	Contingency	10% of annual fee encumbered for unexpected enhancements.		\$6,000
			Total Request	\$32,670