

**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

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
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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:

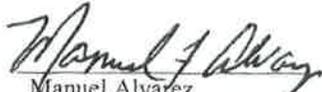


Craig Kelso
Director of State & Local Records Management

12/4/15
Date

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

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 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**

	System Tab	Request	Additional Explanation	Estimated Amount
1	All Tabs	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	All Tabs - Sorting two ways	Allow multiple levels of sort on Home page grid for all items.	Example: Allow secondary Sort by Organization AND Create Date.	\$3,600
3	System	System Wide Timeout display.	Timeout Clock - add to all views	\$1,800
4	System	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	Organization	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	Organization /Invoice data	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	Individual	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	Boxes, Microforms, Imaging Production	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	Boxes	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	Files	Add Data Sheet.	Add the ability to create multiple files using data sheets.	\$1,800
11	Disaster Recovery	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	Fiche Circulation	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	Imaging Production	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	Class	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	Class Registration	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	Recert Admin	Update unique index: Agency Name, Schedule Number, Amendment Number.	Adding the amendment number so that the tab is functional for the analysts.	\$225
17	Recert Admin	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	Recert Admin	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	Picklist - Files	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
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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

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.

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8072	12. HUB: N/A	13. Order Type: Service
2. Agency Billing Address **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."	5. PCC D	14. Vendor Identification No: 12319238932-000	
	6. Current Document No.	15. Vendor Address: Spacesaver Systems, Inc. dba Infolinx System Solutions 10800 Connecticut Ave Kensington, MD 20895	
	7. Document (order) amt \$94,751.00		
	8. REF DOC	16. Vendor Contact Info: Tim Butler Phone: (240) 283-1961 Fax: Email: timb@infolinx.com	
9. Service Period or Expected Delivery Date: 9/1/2015 - 8/31/2016			
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	10. Agency Contact: Pam Rodriguez Phone: (512) 463-3037 Email: prodriguez@tsl.texas.gov Fax: (512) 475-3393		
	11. TSLAC Project Contact: 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.

28. Approval Signature 	Date 12/7/2015	29. Vendor Signature	Date
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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)

Y

Current Location

SRC

First File

A

Last File

B

Eligible Destruction Date

8/31/2016

Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

RECEIVED
JUN 17 2015
PURCHASING

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8072
Division Tracking #: SLRM 16-026
Previous PO #: _____
Encumbrance # _____

Vendor: Infolinx Records Management
Address: 10800 Connecticut Ave
City, State, Zip: Kensington, MD 20895-
Phone: (800) 251-8399 Fax: _____
Contact: _____
Email: www.infolinx.com
Vendor ID #: 23-1923893
DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
Support / Maintenance for TexLinx System	920-45	1.0	Lot(s)	\$59,995.00	\$59,995.00	66167	71099	7262
Subtotal:					\$59,995.00			
Shipping & Handling:					\$0.00	if applicable		
Grand Total					\$59,995.00			

commodity →

Special Instructions: One payment of a 4 year maintenance contract due April 2016 for TexLinx System

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

*To DIR Blanket Exemption.
Need DCS Exemption*

Pay only 9/1/15 - 8/31/16. Need new PO for 9/1/16.

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8072
 Division Tracking #: SLRM 16-026
 Previous PO #: _____
 Encumbrance # _____

Vendor : Infolinx Records Management
 Address: 10800 Connecticut Ave
 City, State, Zip: Kensington, MD 20895-
 Phone: (800) 251-8399 Fax: _____
 Contact: _____
 Email: www.infolinx.com
 Vendor ID #: 23-1923893
 DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

BAD Deutsch

1. Requestor or Contract Manager Signature always required
Beverly Deutsch (512) 463-7610

BAD Deutsch 6/16/2015
 _____ Date

G. W. 6/16/15
 _____ Date

**4. If IT related, send PR to Accessibility Team.
 For Accessibility Team:
 ADA Compliant: (Circle One) YES NO**

Mamund F. Alway 6-17-15
 _____ Date

E. Hidenberg 06-22-15
 _____ Date

Donna Osborne 6/22/15
 _____ Date

P. Rodriguez 12/7/2015
 _____ Date

9/1/15 - 8/31/16

 Estimated Delivery Date

Received by _____ Date _____

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/15/2015

Vendor Change Approvals: Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	Date	2. _____	4. _____	6. _____

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8072
 Division Tracking #: SLRM 16-061
 Previous PO #: _____
 Encumbrance # _____

Vendor : Infolinx Records Management
 Address: 10800 Connecticut Ave
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 Phone: (800) 251-8399 Fax: _____
 Contact: _____
 Email: www.infolinx.com
 Vendor ID #: 23-1923893
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Requested Delivery Date: _____

SAM Expiration Date:

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
TexLinx Branding/ database additions/ enhancements, see contract specifics attached***.	920-45	1.0	Lot(s)	\$21,420.00	\$21,420.00	66167	7699	7262
Maintain test database Keep the test site through the first year. \$750 a month to maintain. This has been very useful for recreating problems that SLRM or customers have found and/or testing fixes provided by Infolinx.	920-45	1.0	Lot(s)	\$5,250.00	\$5,250.00	66167	7699	7262
Contingency 10% of annual fee set aside for unexpected fixes	920-45	1.0	Lot(s)	\$6,000.00	\$6,000.00	66167	7699	7262
Subtotal:					\$32,670.00			
Shipping & Handling:					\$0.00	if applicable		
Grand Total					\$32,670.00			

Special Instructions: TexLinx Enhancements/ Adjustments

Please see attached itemized list for database additions/ contract specifics

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

9/1/15 - 8/31/16

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 10-8012
 Division Tracking #: SLRM 16-061
 Previous PO #: _____
 Encumbrance # _____

Vendor : Infolinx Records Management
 Address: 10800 Connecticut Ave
 City, State, Zip: Kensington, MD 20895-
 Phone: (800) 251-8399 Fax: _____
 Contact: _____
 Email: www.infolinx.com
 Vendor ID #: 23-1923893
 DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

[Signature]
 1. Requestor or Contract Manager Signature always required

Beverly Deutsch (512) 463-7610

[Signature] 11/19/2015
 2. Purchasing Liaison Signature Date

[Signature] 11/19/15
 3. Division Director Signature (always required) Date

[Signature] 11/19/15
 6. Executive Signature (if required) Date

[Signature] 11/19/15
 7. Chief Fiscal Officer (always required)* Date

[Signature] 12/1/2015
 Ordered by Date

9/1/15 - 8/31/2016
 Estimated Delivery Date

 Received by Date

**4. If IT related, send PR to Accessibility Team.
 For Accessibility Team:
 ADA Compliant: (Circle One) YES NO**

[Signature] 11-19-15
 5. Director of IRT (if required) Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/15/2015

Vendor Change Approvals: Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature Date	2. _____	4. _____	6. _____	

**STATE OF TEXAS
PURCHASE ORDER**

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

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government		4. Purchase Order No. 306-16-8072	12. HUB: N/A	13. Order Type: Service
2. Agency Billing Address **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		5. PCC D	14. Vendor Identification No: 12319238932-000	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		6. Current Document No.	15. Vendor Address: 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."		7. Document (order) amt \$2,086.00	16. Vendor Contact Info: Tim Butler Phone: (240) 283-1961 Email: timb@infolinx.com	
		8. REF DOC	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov Phone: (512) 463-3037 Fax: (512) 475-3393	
		9. Service Period or Expected Delivery Date: 9/1/2015 - 4/30/2016	11. TSLAC Project Contact: 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

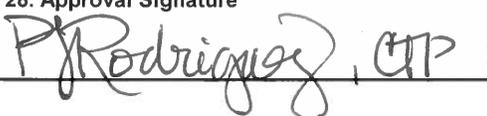
Grand Total \$2,086.00

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.

28. Approval Signature 	Date 9/10/2015	29. Vendor Signature	Date
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Texas State Library and Archives Commission Commission Fact Sheet

Subject: Extending Contract 15-8004 and Increasing Funding of Contract for Infolinx Software Solutions Inc. Implementation

Contact Person: Craig Kelso, Director, State & Local Records Management Division

Background: On October 17, 2013 TSLAC executed a contract with Infolinx Software Solutions to provide an online, real-time records management cloud-based system. The system will serve as a single records management system to facilitate TSLAC's hardcopy, microfilm, and electronic media storage operation; microfilm and scanning production; retention schedule creation and maintenance; training class registrations; and, a billing component to invoice for all services provided. TSLAC will have Internet access to all data, features, reports and such other services that are included within the Infolinx Cloud Services purchased by TSLAC.

We are almost through with the second milestone - the functional phase - which is the most complicated. After this phase all that remains is a two days of on-site training and launch of the system.

This is the second request for a contract extension. The original extension was granted in June which moved the completion date to November 14, 2014. The system is expected to be live by January 31, 2015 but the extension request includes a full six months to April 30, 2015, in case it is needed.

According to Infolinx's project manager, this "system build" is the most extensive and complicated billing system Infolinx has developed for a client. The learning curve has been high for both our staff and Infolinx. A second factor in the need for an extension is that our customized reports are taking a bit longer than anticipated for staff to design.

In addition to the extension, SLRM is also requesting an increase amount of \$12,000 (roughly 10% of the purchase price). The reason for the request in additional funds is to cover items missed during the Architectural phase and/or to add new features we believe will help make the system more intuitive for end users. We have identified \$4,000 worth of additional costs. We will keep the other \$8,000 as a not-to-exceed amount for any future additions or in case we go over our allotted 15 customized reports, which we do not anticipate at this time.

Action Requested: Approval of extension of the contract Infolinx Software Solution Contract 15-8004 from November 2014 to April 2015, and approval of \$12,000 in additional funding for development of the Infolinx System. Original cost \$122,495. New, not to exceed amount, would be \$134,495.

Attachments: None.

**STATE OF TEXAS
PURCHASE ORDER**

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8072	12. HUB: N/A	13. Order Type: Service
	5. PCC D	14. Vendor Identification No: 12319238932-000	
2. Agency Billing Address **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	6. Current Document No.	15. Vendor Address: Spacesaver Systems, Inc. dba Infolinx System Solutions 10800 Connecticut Ave Kensington, MD 20895	
	7. Document (order) amt \$2,086.00	16. Vendor Contact Info: Tim Butler Phone: (240) 283-1961 Fax: Email: timb@infolinx.com	
	8. REF DOC	9. Service Period or Expected Delivery Date: 9/1/2015 - 8/31/2016	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	10. Agency Contact: Pam Rodriguez Email: prodriquez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	11. TSLAC Project Contact: Craig Kelso Email: ckelso@tsl.texas.gov		Phone: (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

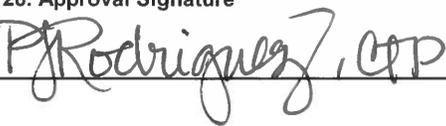
Grand Total \$2,086.00

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.

28. Approval Signature 	Date 9/18/2015	29. Vendor Signature	Date
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Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

RECEIVED

FY 2016

SEP 02 2015

Purchase Requisition (PR)

Blanket/Non-PR*

*CFO Signature not required for blankets.

PURCHASING

PO #: 16-8072
Division Tracking #: SLRM 16-039
Previous PO #: 306-15-8004
Encumbrance # _____

Vendor: Infolinx Records Management
Address: 10800 Connecticut Ave
City, State, Zip: Kensington, MD 20895-
Phone: (800) 251-8399 Fax: _____
Contact: _____
Email: www.infolinx.com
Vendor ID #: 23-1923893
DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
Support / Maintenance for TexLinx System	920-45	1.0	Lot(s)	\$2,086.00	\$2,086.00	66167	7699	7395
Subtotal:					\$2,086.00			7299
Shipping & Handling:					\$0.00	if applicable		<i>de</i>
Grand Total					\$2,086.00			

Special Instructions: Funds from FY15 transfer

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

FY 16 costs covered under current contract. Internal PO only.
D. Osborne
9/2/15

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8072
 Division Tracking #: SLRM 16-039
 Previous PO #: 306-15-8004
 Encumbrance # _____

Vendor : Infolinx Records Management
 Address: 10800 Connecticut Ave
 City, State, Zip: Kensington, MD 20895-
 Phone: (800) 251-8399 Fax: _____
 Contact: _____
 Email: www.infolinx.com
 Vendor ID #: 23-1923893
 DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

B.A. Deutsch

1. Requestor or Contract Manager Signature always required
Beverly Deutsch (512) 463-7610

B.A. Deutsch 9/1/2015
 2. Purchasing Liaison Signature Date

[Signature] 9/1/15
 3. Division Director Signature (always required) Date

**4. If IT related, send PR to Accessibility Team.
 For Accessibility Team:
 ADA Compliant: (Circle One) YES NO**

6. Executive Signature (if required) Date

Donna [Signature] 9/2/15

7. Chief Fiscal Officer (always required)* Date

P. Rodriguez, CFP 9/3/15
 Ordered by Date

9/1/2015 - 8/31/2016
 Estimated Delivery Date

5. Director of IRT (if required) Date

Received by Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/15/2015

Vendor Change Approvals: Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	Date	2. _____	4. _____	6. _____