



# Board Agenda Item 45

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DATE: January 28, 2025

TO: Board of Supervisors

SUBMITTED BY: Edward Hill, Chief Operating Officer/Interim Director of Internal Services/Chief Information Officer

SUBJECT: Agreement with ECS Imaging, Inc.

**RECOMMENDED ACTION(S):**

**Approve and authorize the Chairman to execute an Agreement with ECS Imaging, Inc., through a cooperative agreement with OMNIA Partners, for continued imaging software and services, effective February 1, 2025, not to exceed approximately three years through November 30, 2027, total not to exceed \$1,126,565.**

There is no additional Net County Cost associated with the recommended action, which will allow the County to continue to contract with ECS Imaging, Inc. (ECS Imaging) for Laserfiche imaging software and services. This item is countywide.

**ALTERNATIVE ACTION(S):**

Should your Board not approve the recommended action, various departments would no longer receive maintenance and support for their Laserfiche document management system.

**FISCAL IMPACT:**

There is no increase in Net County Cost associated with the recommended action. The maximum compensation for the recommended Agreement is \$1,126,565 and will be funded by chargebacks to user departments. Sufficient appropriations and estimated revenues are included in the Internal Services Department - Information Technology Org 8905 FY 2024-25 Adopted Budget and will be included in subsequent budget requests for the duration of the term.

**DISCUSSION:**

The County has been using Laserfiche Document Management Systems, a document imaging and workflow system supported by ECS Imaging, since 2005 to image and store paper documents, electronic documents, and photographs. This system also offers process automation, content management, and platform services. Several departments, including the Department of Social Services, Auditor-Controller/Treasurer-Tax Collector, Assessor/Recorder, Public Works and Planning, Sheriff's Office, Probation, Public Health, Behavioral Health, and Public Defender use Laserfiche for their document management needs.

On December 10, 2019, the Board approved Agreement No. 19-734 with ECS Imaging for a three-year base contract term and two optional one-year extensions and a total not to exceed \$2,000,000, which expired on January 5, 2025.

Pursuant to Chapter 4 of the County's Purchasing Manual, the County may join other public entities in the collective preparation of specifications and requests for quotations or proposals, and in making an award to a bidder in compliance with the requirements of the Purchasing Manual. On October 4, 2022, the Region 14 Education Service Center (ESC), in conjunction with OMNIA Partners (formerly the National Cooperative Purchasing Alliance), a contract buying group, issued Request for Proposal (RFP) No. 36-22 for document and record management services. Region 14 ESC and ECS Imaging entered into a competitively awarded agreement, contract No. 01-159 (Cooperative Agreement), dated December 8, 2022. The Internal Services Department - Purchasing Division reviewed OMNIA's RFP process and determined that its procedures were consistent with the County's RFP process.

The recommended Agreement allows for the continued maintenance and support of Laserfiche as well as additional maintenance, support, and licenses for other departments to use the system. Additional monies were included in the recommended Agreement for organic expansion, as well as new expansion, since this is a countywide agreement that is available to all departments. The recommended Agreement's term expires on November 30, 2027 in order to align with the Cooperative Agreement's term.

REFERENCE MATERIAL:

BAI #46, December 10, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with ECS Imaging

CAO ANALYST:

Amy Ryals