



Board Agenda Item 46

DATE: December 10, 2019

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Agreement with ECS Imaging, Inc. for Imaging Software

RECOMMENDED ACTION(S):

1. **Make a finding that it is in the best interest of the County to waive the competitive bidding process consistent with Administrative Policy No. 34 for unusual or extraordinary circumstances for the solicitation of imaging software; and**
2. **Approve and authorize the Chairman to execute an Agreement with ECS Imaging, Inc. for imaging software, effective January 6, 2020, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$2,000,000.**

Approval of the recommended actions will provide maintenance and support for the County's existing Laserfiche Document Management System, and allow the Public Defender and Department of Behavioral Health to be included in the agreement and use Laserfiche for their document management needs. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, various departments would no longer have maintenance and support for their Laserfiche Document Management system.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

The Internal Services Department's request to waive the competitive bidding process is consistent with Administrative Policy No. 34, as ECS Imaging, Inc. ("ECS") has unique insight into the setup of the County's software environment, extensive workflows, and other automated processes. ECS assisted the County with building several Laserfiche environments and integrating in-house written applications with Laserfiche. Selecting another vendor for support of the current imaging software would require significant staff time and resources. The Internal Services Department - Purchasing Division concurs with the Department's request to suspend the competitive bidding process.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs are estimated not to exceed \$2,000,000 for the total possible five-year term of the recommended agreement. Costs related to these services are charged back to the County departments using the software. Sufficient appropriations and estimated revenues are included in the FY 2019-20 Internal Services Department - Information Technology Org 8905 Adopted Budget. Ongoing costs for the remaining term of the recommended agreement will be included in future budget requests.

DISCUSSION:

The County has been using Laserfiche Document Management Systems, a document imaging and workflow system, 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 Departments of Social Services, Auditor-Controller-Treasurer-Tax Collector, Assessor/Recorder, Public Works and Planning, Sheriff's Office, Probation, and Public Health, use Laserfiche for their document management needs.

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, including the Public Defender's Office and the Department of Behavioral Health. 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.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Suspension of Competition Acquisition Request Form
On file with Clerk - Agreement

CAO ANALYST:

Yussel Zalapa