

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ERIC MCHENRY, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY DEPARTMENT
SUBJECT: PROFESSIONAL SERVICES AGREEMENT NUMBER F002374
WITH ECS IMAGING, INC. FOR LASERFICHE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Information Technology Department that the Council, by resolution, approve a 5-year Agreement with ECS Imaging, Inc., Riverside, CA, for continued services in the amount of \$110,590.10, plus a \$20,000 contingency, for a total not to exceed \$130,590.10 for the City's Laserfiche system.

EXECUTIVE SUMMARY

Laserfiche is our software system used to store and archive City records. The system is used to hold permanent records, as well as records that have a specific retention periods defined by the City records retention schedules. Laserfiche is also used to enable public-facing records access.

BACKGROUND

The City entered into a 3-year agreement with ECS Imaging in August 2018, approved by the City Manager, to upgrade the City's Laserfiche system, and provide annual maintenance, licensing and support.

Since that time, ECS Imaging has performed satisfactorily, and the City wishes to extend the maintenance, licensing and support agreement for an additional 5 years.

The previous agreement expired in August 2021.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Digitizing and shifting more physical records online continues to be a high priority for the City. This agreement provides for ongoing support of this essential tool.

FISCAL IMPACT

Funds for this contract have been approved in the Fiscal Year 2021-22 Information Technology budget and will continue to be included in subsequent Fiscal Year budgets as approved by Council.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A – Professional Services Agreement Number F002374 with ECS Imaging, Inc.

CONTACT

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