

# PROFESSIONAL SERVICES AGREEMENT WITH ECS IMAGING, INC. FOR A TRUSTED SYSTEM

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Information Technology Department  
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The City has tens-of-thousands of documents in the form of paper and microfiche dating back several decades, stored throughout City buildings and third-party document warehouses, needing to be digitized and stored in a “trusted system” that prevents deletion or changes to the records.

ECS Imaging, Inc. provides the needed hardware, software, and services to enhance the City’s current Laserfiche digital content management system to make it a “trusted system” and enable the digitized documents to be searched and retrieved electronically and the original paper or microfiche documents to be destroyed

On February 15, 2022, City Council approved the use of PG&E settlement funds in the amount of \$85,000 requested by the Information Technology department to “implement trusted system”, as well as an additional \$900,000 of PG&E settlement funds requested by the Planning and Economic Development department relating to “public records management” to assist with scanning and digitization of documents.

# Recommendation

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It is recommended by the City Clerk's Office, the Planning and Economic Development, and Information Technology Departments, that the Council, by resolution, approve a 3-year Professional Services Agreement to ECS Imaging, Inc., in an amount not to exceed \$150,298.60, for the equipment, software, and services required to provide a "trusted system" used to digitize, store, and electronically retrieve documents.

Questions?