

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 08/02/10	Item Number: C-2
AGENDA ITEM: Approval of an Agreement with Bosco Digital Solutions to Digitize Finance Department Documents.	
Contact Person/Dept.: Jeff Muir, Finance	Phone Number: (310)253-5865
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☒ No ☐
Public Hearing: ☐	Action Item: ☐ Attachments: ☒
Commission Action Required: Yes ☐ No ☒ Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (07/29/10); (E-Mail) Bosco Digital Inc (07/28/10)	
Department Approval: Jeff Muir (07/26/10)	City Attorney Approval: Carol Schwab (by H. Baker) (07/28/10)
Chief Financial Officer Approval: Jeff Muir (07/26/10)	Acting City Manager Approval: Martin R. Cole (07/29/10)

RECOMMENDATION:

Staff recommends the City Council approve an agreement with Bosco Digital Solutions to digitize Finance Department documents in an amount not-to-exceed \$45,000 for Fiscal Year 2010/2011.

BACKGROUND:

Document Management is a system which provides a complete solution for the electronic digitization, storage, and retrieval of documents. The Finance Department maintains numerous types of financial documents. Many of these documents are maintained and stored in various formats, of which paper is the most prevalent.

On September 27, 2004, the City Council authorized the purchase of Sire Document Management software (Sire). Sire has become the standard platform for City-wide document management, allowing staff to access documents on their computer and review them on-line or print them, rather than searching through file folders and making copies of the hard-copy documents. Some documents that are stored on Sire are now available for public access.

On August 21, 2006, after a competitive bidding process, the Redevelopment Agency awarded an agreement to Cynrede, Inc. for historical document digitizing. Under this agreement, Cynrede has provided services to scan and organize Agency documents in a format that could be directly uploaded into the Sire system. Subsequently, the Human Resources Department and Information Technology Department entered into an administratively approved agreement with Cynrede to provide the same services for certain historical files of those Departments.

City of Culver City, California
City Council Agenda Item Report

On May 11, 2009, the City Council approved a \$25,000 amendment to the existing agreement with Cynrede, Inc. to digitize Finance Department documents. This agreement allowed Cynrede to perform a historical conversion of Fiscal Year 2008/2009 accounts payable documents, and then continue on a monthly basis going forward. It also allowed digitization of historical and current journal entries and cash receipts documents for Fiscal year 2009/2010.

DISCUSSION:

The digitization of Finance Department documents has been successfully performed on a weekly basis since the award of the original contract on May 11, 2009. Staff is now able to access the documents on their computer and review them on-line or print them, rather than searching through file folders and making copies of the hard-copy documents. As a result, digitization of documents has proven to be an invaluable tool for Finance Department staff.

The award on May 11, 2009 indicated that there are other opportunities for digitization, such as business license files, sanitation customer files and payroll files. We are requesting \$45,000 for Fiscal Year 2010/2011 to continue with our current accounts payable, journal entries and cash receipts digitizing, as well as to begin digitizing in these other areas.

In late 2009, Cynrede, Inc. was purchased by Bosco Digital Solutions, (Riverside, CA). The transition to Bosco has been seamless, and we have been assured that it will remain that way. Since the purchase, the same staff has been handling our digitization. Invoicing and work performed has remained under the Cynrede contract and has been consistently delivered each week with no errors in digitization. Pricing has been maintained and will be maintained at the current Cynrede rates. Customer service has also remained at a very high level. As Bosco is transitioning from the Cynrede name, it makes sense that now would be the time to issue a contract under the Bosco Digital Solutions name. Pursuant to Section 3.07.070, of the Culver City Municipal Code, professional services are excluded from bid requirements.

FISCAL ANALYSIS:

Sufficient funding for this item has been allocated in the City Council Adopted Budget for Fiscal Year 2010/2011.

City of Culver City, California
City Council Agenda Item Report

ATTACHMENTS:

1. Agreement with Cynrede, Inc
2. Bosco Digital Solutions pricing schedule

MOTION:

That the City Council:

- 1) Approve a professional services agreement with Bosco Digital Solutions to digitize historical Finance Department documents per the rates listed in the vendor's proposal on a pay by deliverable basis in an amount not to exceed \$45,000; and,
- 2) Authorize the City Attorney to review/prepare the necessary documents; and
- 3) Authorize the City Manager to execute such documents on behalf of the City.