

City of Culver City, California
Redevelopment Agency Agenda Item Report

Meeting Date: 8/21/06	Item Number: <u>C-4</u>
AGENDA ITEM: Authorization to Contract with Cynrede Inc (Orange, CA) to Digitize Historical Culver City Redevelopment Documents in Support of the Enterprise Document Management Project.	
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Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☐ No ☒
Public Hearing: ☐ Consent Item ☒ Action Item: ☐ Attachments: ☒	
Public Notification: E-mail Master Notification List and Kevin FitzGerald (CEO of Cynrede Inc.) - (August 16, 2006).	
Department Approval: Susan Evans 08/07/06	Exec. Director Approval: Jerry Fulwood 08/16/06
City Controller Approval: Marlee Chang 08/16/06	

RECOMMENDATION:

Staff recommends the Culver City Redevelopment Agency ("Agency") authorize entering into a contract with Cynrede (Orange, CA) to digitize historical Agency documents in support of the Enterprise Document Management Project.

BACKGROUND:

Document Management is a system which provides a complete solution for the electronic capture, storage, and retrieval of documents. The Agency maintains various types of documents; some are unique to the Agency and others are common across the organization. These documents are maintained and stored in various formats. Many of our historical documents and files are in paper format and are stored in filing cabinets or boxes. A significant number of documents have also been converted to microfiche for long-term storage. Additionally, many existing electronic documents have various storage locations from personal computers (local disk drives) to multiple network locations and storage media (e.g., CD's or diskettes). These electronic documents are not organized or stored in a manner that facilitates easy retrieval. Regardless of the document format, when retrieval is required there is often a manual search initiated to locate the document. A significant amount of staff time is spent searching for documents. More importantly, in many instances it is necessary for staff to have historical, institutional knowledge as to whether a document on a particular subject might

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exist, and where it might be located. As staff inevitably “turn over”, there is always a potential risk of lost institutional knowledge.

The mission of the enterprise document management project is to implement and maintain a solution that supports document sharing, collaboration, storage, and retrieval of documents throughout the organization, and to provide staff and the public with software tools that will facilitate the accessibility of information stored in a central document repository.

On September 27, 2004, City Council authorized the purchase of Sire Document Management Software. The Sire software includes a document storage and retrieval module. Staff in the City Clerk’s office have been scanning documents and uploading them to the document management software. To date the following has been digitized and is available in an electronic format: City Council Minutes, City Agreements, City Ordinances, City Resolutions, City Council Agendas, Staff Reports, and Packet Attachments. The Agency has digitized Staff Reports and Packet Attachments and will be moving forward in the same direction as Council. This product has also been used to facilitate generating City Council and Redevelopment Agency agendas and providing packet attachments on the City website.

DISCUSSION:

The next phase of the Document Management Project will be to initiate a pilot for historical document digitizing. The pilot will involve scanning documents for the Agency. The objective will be to perform a proof of concept identifying project costs, pre-scanning document preparation, indexing standards, and to resolve any potential issues related to document retention policies.

Due to a lack of space and a desire to digitize the documents for easier sharing and retrieval, agency staff worked with the City’s Information Technology (IT) Department to identify the procedure of digitizing. The Redevelopment Division has exhausted allocated storage space for hard copy files. To help alleviate the shortage of space, many of these documents would be digitized (scanned) and made available in the document management system. This would also facilitate citywide document retrieval.

On January 5, 2006, the IT Department sent out a request for proposal (RFP), bid number 1319 (attachment 1), was released to identify a vendor with experience in digitizing large volumes of historical documents and expertise in indexing digital documents to facilitate importing into the SIRE document management system.

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Eleven (11) vendors responded to the RFP. The proposals were then carefully assessed on the following criteria:

- Level of experience with local/municipal government(s).
- Years of professional/organizational experience.
- Experience with Sire Technologies, Inc. and their document management software.
- Level of details provided regarding the scope of work for document digitizing, handling, and tracking of medium to large-sized volumes.
- Use of quality standards in their digitizing operations.
- Competitive pricing.

A matrix (attachment 2) of this criteria was developed and organized to more easily compare the eleven vendors. From this measure of qualification, four vendors were then selected for the next phase of evaluation, which entailed a supplemental vendor survey (attachment 4) further detailing the vendor's intended scope of project, deliverables, quality control, and other value-added services if contracted for the project. Upon receipt of the questionnaire, two companies were identified for reference interviews. Based on this review process, Cynrede's intended work plan, professionalism, and office location proved to be the best qualified to meet the City's needs for historical document digitizing.

FISCAL ANALYSIS:

Authorization to contract with Cynrede would result in an expenditure that would not exceed \$25,000. Sufficient funding has been allocated in account 59190100.619800.

ATTACHMENTS:

1. Request for Proposal – Bid Number 1319
2. Vendor Evaluation Matrix
3. Proposal from Cynrede
4. Supplemental Vendor Questionnaire and Cynrede's Response

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MOTION:

That the Culver City Redevelopment Agency:

- 1) Authorize entering into a contract with Cynrede to digitize historical documents per the rates listed in the vendor's proposal on a pay by deliverable basis for an amount not to exceed \$25,000;and,
- 2) Authorize the Assistant Executive Director to execute any required documents with Cynrede on behalf of the Agency.