



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 18-080      **Version:** 1      **Name:**  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 7/18/2017      **In control:** City Council Meeting Agenda  
**On agenda:** 8/14/2017      **Final action:**  
**Title:** CC - (1) Approval of a Professional Services Agreement with Konica Minolta for Professional Consulting Services and Electronic Document Management Software to Support Citywide Document Retention and Document Collaboration Efforts in an Amount Not-to-Exceed \$365,000; and (2) Authorize the City Manager to Approve Annual Maintenance and License Subscription Payments in an Amount Not-to-Exceed \$65,700 Annually.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**CC - (1) Approval of a Professional Services Agreement with Konica Minolta for Professional Consulting Services and Electronic Document Management Software to Support Citywide Document Retention and Document Collaboration Efforts in an Amount Not-to-Exceed \$365,000; and (2) Authorize the City Manager to Approve Annual Maintenance and License Subscription Payments in an Amount Not-to-Exceed \$65,700 Annually.**

**Meeting Date:** August 14, 2017

**Contact Person/Dept:** Anissa Di Vincente/Information Technology

**Phone Number:** (310) 253-5950

**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 (08/09/17);

**Department Approval:** Michele Williams (08/03/17)

### RECOMMENDATION

Staff recommends the City Council (1) approve a professional services agreement with Konica Minolta for provide professional consulting services and electronic document management software

to support citywide document retention and document collaboration efforts in an amount not-to-exceed \$365,000; and (2) authorize the City Manager to approve ongoing annual maintenance and license subscription payments in an amount not-to-exceed \$65,700 annually, provided the software solution continues to be required to support the City's operations.

## **BACKGROUND:**

In May 2005, the City of Culver City began using SIRE Technologies' content/document management solution (ECMS). SIRE Technologies ECMS solution is currently being used primarily in Administrative Services (City Clerk's Office and Human Resources), Community Development and Finance Department. There are multiple cabinets and types of documents and each has specific requirements for indexing, security, confidentiality, and functionality. In August 2012, SIRE Technologies was purchased by Hyland Solutions. Hyland Solutions has elected to support the SIRE product indefinitely, but will not actively develop, deploy or enhance the SIRE platform going forward. The City also utilizes Microsoft SharePoint 2010 as a document management repository. This is used city-wide by all departments. The City desired a single system to handle both the City's document retention needs and allow for document management and collaboration.

## **DISCUSSION:**

In 2016, staff began preparing for the electronic document management project through a series of meetings to determine the needs of each department in order to establish a basic set of requirements for the electronic document management system. The objective of the project is to identify a software solution that would be implemented and used citywide.

On December 21, 2016, a Request for Proposal (RFP) was released to obtain bids for proposed electronic document management systems and professional consultation services. The RFP provided the following general guidelines for responding vendors to include in their proposals:

- 1) Detailed response to each of the technical specifications the City listed in Exhibit B of the RFP document.
- 2) Explanation of the software licensing model for the proposed solution allowing all city employees access
- 3) Provide an external public facing portal to facilitate members of the public being able to search and retrieve documents in the city's public document repository.
- 4) Provide a detailed description of the system architecture for the proposed solution.
- 5) Contractor will be responsible for all software installation and configuration of the proposed solution with assistance from the City's Information Technology department. Proposed solution should be configured to the industry best practices for document management, retention and system administration.
- 6) Contractor will be responsible for the migration of files currently stored in Sire FileCenter and SharePoint 2010 into the proposed solution.
- 7) Provide a training plan and associated costs with the scope and length of the proposed training for users and IT support staff. The training is to include System Administration, Technology Basics, User Controls, Security Maintenance and Error Handling.

- 8) Contractor will be responsible to provide technical support for the proposed solution.

The following 11 vendors submitted proposals:

- CIMA Software Corporation
- ECS Imaging, Inc.
- FutureNet Group Inc.
- Hines EDM
- KnowledgeLake
- Konica Minolta Business Solutions USA, Inc.
- Papyrus Software
- RS Computer Associates, LLC
- SoCal Office Technologies
- Stellar Services, Inc.
- Wave Technology Solutions Group

Staff from Administrative Services (City Clerk), Finance and Information Technology departments (EDMS project team) reviewed all of the proposals and rated them based on their response to the above listed guidelines, experience (including prior work with municipal governments) and cost.

The top five vendors were invited to conduct a demonstration of the proposed solution with the project team. After the first round of demonstrations, the project team identified two vendors who were invited to conduct a second demonstration for selected city staff from various departments. The project team then gathered the staff feedback. It was determined that Konica Minolta with their proposed SharePoint solution was best suited for the City.

Konica Minolta is based in Los Angeles, CA and has been operating as a leading enterprise content management solution provider since 2003. Local government client references include:

- City of Burbank, CA
- County of San Diego Sheriff Department
- Orange County Sanitation District
- Orange County Transportation Authority

### **FISCAL ANALYSIS:**

Authorization to contract with Konica Minolta would result in an expenditure not to exceed \$299,288. Sufficient funding is appropriated in the Capital Improvement Project (CIP) budget - 42080000.730100.PT007 for this expenditure.

Description	Amount
XenDocs Site License	\$8,995
Sharegate	\$3,995
Nintex Workflow Enterprise Edition	\$89,950

Content Panda - 300 user starter bundle	\$5,220
Kofax Capture Bundle Enterprise License	\$9,940
Kofax Annual Maintenance (1 <sup>st</sup> year)	\$1,988
Professional Services for Installation and Configuration	\$51,100
Professional Services for Data Migration	\$35,000
Onsite Visits	\$4,800
Technical and End-User Training	\$13,300
Project Hardware and Contingency	\$75,000
<b>Project Estimate</b>	<b>\$299,288</b>

Ongoing software licenses and annual maintenance to support the citywide content management software is estimated not to exceed \$65,700. This expenditure is also budgeted in the CIP account (42080000.730100.PT007) for the first year. The ongoing annual expenditure after the first year will be budgeted in the Information Technology Repairs and Maintenance operating budget (10124100.600200).

#### **ATTACHMENTS:**

None.

#### **MOTION:**

That the City Council:

- 1) Approve a professional services agreement with Konica Minolta to provide professional consulting services and electronic document management software for an amount not-to-exceed \$365,000 including an annual maintenance expenditure for the first year;
- 2) Authorize the City Manager to approve ongoing annual maintenance and license subscription payments for the hardware and software related to the citywide document management system in an amount not-to-exceed \$65,700 annually provided the software solution continues to be required to support the City's operations;
- 3) Authorize the City Attorney to review/prepare the necessary documents; and
- 4) Authorize the City Manager to execute such documents on behalf of the City.