

**CITY OF SAN MATEO**  
**RESOLUTION NO. \_\_\_\_ (2024)**

**APPROVING ALTERNATIVE PURCHASING PROCEDURE FOR AN AGREEMENT WITH  
COMPLETE PAPERLESS SOLUTIONS FOR A THREE-YEAR RENEWAL  
FOR SUPPORT, MAINTENANCE, AND CONSULTING SERVICES**

WHEREAS, the City Clerk's Office conducted a competitive bidding process in 2020 to select a cloud-based Electronic Content Management (ECM) system and selected Complete Paperless Solutions, a certified Value-Added Reseller of Laserfiche, as the City's solution provider as they offered all necessary components to meet transparency and efficiency goals, enhance service, and increase productivity; and

WHEREAS, the City entered into an agreement with Complete Paperless Solutions (CPS) in 2020 for software conversion and installation of Laserfiche. Beginning in August 2023, the City has annually renewed this subscription for support, maintenance and consulting services; and

WHEREAS, in accordance with Municipal Code section 3.60.050(b) agreements may be awarded without competitive bids if calling for bids would be impracticable, unavailing or impossible and the City Council sets forth findings designating the reasons; and

WHEREAS, the services provided by CPS are required to perform records management functions including all software and related services for design, data migration, development, deployment, training, and support of the Laserfiche system; and

WHEREAS, the City's records management operations shall benefit from continuity of support from CPS, as this vendor has provided continuous, satisfactory service.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY FINDS and RESOLVES that:

1. This agreement renewal is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)
2. In accordance with Municipal Code section 3.60.050(b), calling for bids would be impracticable because:
  - a) The initial award of an agreement with Complete Paperless Solutions was approved by the City Council in June 2020 after a City multi-departmental committee evaluated proposals from various vendors;
  - b) Laserfiche has been operating successfully since implementation and Complete Paperless Solutions has delivered exemplary service and ongoing support on various projects and process improvements;

- c) CPS has prior experience working with the City and staff has been satisfied with their work;
  - d) A review of vendors and implementation of an alternative solution provider would disrupt current City operations.
- 3. The three-year renewal with Complete Paperless Solutions for support, maintenance and consulting services, in the amount not to exceed \$185,250 is approved.
- 4. The City Clerk is authorized to execute the agreement in substantially the form submitted, on behalf of the City.