



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: {{item.number}}

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: City Clerk's Department

MEETING DATE: June 15, 2020

SUBJECT:
Electronic Document Management System – Agreement

RECOMMENDATION:

Approve an agreement with Complete Paperless Solutions for the implementation of a Laserfiche document management system and conversion of current records in an amount not to exceed \$138,082; and authorize the City Clerk to execute the agreement in substantially the form presented.

BACKGROUND:

The City Clerk is the custodian of records for the City, oversees the City's Records Management program, and in compliance with laws and regulations develops the file plan and storage and retrieval system for storing electronic records. For some years the City has used the SIRE system as the records repository for scanned and electronic records. These records include all of the City's minutes, resolutions, ordinances, recorded documents, contracts and other historical records. Other department's also store some of their records in SIRE. As SIRE will no longer be supported by the manufacturer and is being phased out as a product it was time to look at a replacement. Newer Electronic Content Management Systems (ECMS) provide easier access and management of records retention. The City has a desire to make this managed type of records repository available to more departments and for wider usage for easier retrieval of records.

City Clerk staff issued a Request for Proposal (RFP) requesting bids for a cloud-based ECMS solution to replace SIRE. Ten proposals were received. Staff completed the review and eliminated five of the 10 proposals as not responsive to all of the requirements in the RFP. The five remaining proposals were invited for demonstrations. Employee representatives from Information Technology, Finance, Public Works, Parks and Recreation, and Community Development Departments participated in evaluating the software. Complete Paperless Solutions, a reseller of Laserfiche, was chosen as it had all of the components to meet our needs.

The City is always seeking innovative tools to enhance services and productivity. With Laserfiche, the public will be able to search records that otherwise would be requested through a public records request process. The ability for individuals to independently search public documents will cut down on the time spent by City staff to address these inquiries and meet transparency and efficiency goals.

Laserfiche also has the ability to integrate with PrimeGov, DocuSign, and EnerGov, which are software programs currently used in the City. The ability to integrate with these existing software programs will improve efficiencies for all departments.

BUDGET IMPACT:

The appropriation for this project are included in the proposed 2020-21 budget in the equipment replacement fund. No additional budget appropriations are required.

ENVIRONMENTAL DETERMINATION:

This agreement for services 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).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Agreement

STAFF CONTACT

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