



Agenda Report

19-570

Agenda Date: 6/25/2019

REPORT TO COUNCIL

SUBJECT

Action on Amendment No. 1 to the Agreement with Global Edge HBS, Inc., (doing business as eRecordsUSA) for document scanning services

BACKGROUND

Up until recently the Planning Division has maintained most of its official records as physical files. Due to the nature of Planning operations, most files are permanent records which has created a retention issue with the amount of space required to retain the physical records. In order to address these issues, in 2018, the Planning Division set forth the initiative of contracting for document scanning and digitizing services. Through a competitive selection process, the City identified eRecords as a suitable vendor capable of providing a competitive pricing commensurate with the highest quality and scope of work.

DISCUSSION

Under the scope of the original agreement, eRecords provided thorough, quality services for the document scanning project but was limited by both funding and the City's ability to manage the incoming electronic records. Staff has continued to work with the Information Technology Department during the software upgrades for the records management and permit tracking software to smoothly transition the substantial amount of records being converted from paper to digital format.

In light of the City's existing relationship and level of satisfaction with eRecord's quality of work and competitive rates, staff would like to resume work with eRecords to complete the process of digitizing the Planning file inventory and is requesting Amendment No. 1 to the agreement. Doing so would allow the Planning Division to maintain its already established document management structure. This amendment will extend the term of the agreement to December 31, 2020 and increase the total-not-to-exceed amount by \$140,000 to \$210,000.

ENVIRONMENTAL REVIEW

This action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

This proposed amendment includes a contract funding increase of \$140,000 for the additional services. Of that amount, \$70,000 is available in the Fiscal Year 2018/19 budget and \$70,000 is included in the Proposed Fiscal Year 2019/20 and 2020/21 Biennial Operating budget. As per the terms of the Agreement, eRecords will only invoice on services delivered according to the rates defined in the Fee Schedule.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney's office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve and authorize the City Manager to execute Amendment No. 1 to the Agreement with Global Edge HBS, Inc. (doing business as eRecordsUSA) for document scanning services with an increase of \$140,000 for a total contract cost not to exceed \$210,000.

Reviewed by: Andrew Crabtree, Director of Community Development

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Amendment No. 1 to the Agreement with Global Edge HBS, INC (doing business as eRecordsUSA)
2. Executed Agreement - eRecordsUSA and CoSC