



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 7, 2016
Subject: Contract - ECS Imaging

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with ECS Imaging, Inc., in an amount not to exceed \$301,600 to provide technical assistance and services related to the conversion of department electronic data into Laserfiche Document Management System, for the period July 1, 2016 through June 30, 2017.

FISCAL IMPACT:

No impact to the County General Fund. Land use and building permit fees will cover the costs for these specialized electronic file indexing services.

BACKGROUND:

The Department of Conservation and Development (DCD) contracted with ECS Imaging, Inc., to reorganize and index data, documents, and images of more recent building permit files that had been scanned into electronic format. These efforts enabled DCD to expeditiously fulfill the public's request to review land use and building permit files by reducing the time staff spent to produce requested files. DCD continues to have several years of older land use and building permit files that must be both scanned and then indexed

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **06/07/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 7, 2016

David Twa, County Administrator and Clerk of the Board
of Supervisors

Contact: Victoria Mejia 925-674-7726
or Raymond Wong 674-7897

By: Chris Heck, Deputy

cc:

correctly to assure that searching the electronic files results in accurate retrieval of data, documents and images for staff and for the public. ECS Imaging, Inc., verifies data and images returned from scanning and performs regular quality control review to maintain the accuracy of indexing. DCD has consulted with Local 2700 regarding the use of ECS Imaging, Inc., for these indexing services and has concurrence to renew the contract for a one year term to June 30, 2017. It is DCD's plan to gradually

BACKGROUND: (CONT'D)

phase out the scanning/indexing services contract provided by ECS Imaging, Inc., and gradually transition this work to full-time county employees under the classification of Information Services Assistant II.

CONSEQUENCE OF NEGATIVE ACTION:

Land use project and building permit information will not be available in electronic format in an organized, cataloged electronic document management system. Additional staff time and costs will have to be devoted to researching the physical location of the archived/boxed paper file(s) at offsite storage locations to produce requested files to be reviewed. These actions will cause significant delay for DCD to respond to internal staff and Public Records Act requests in a timely manner.