



Contra  
Costa  
County

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: September 27, 2016

Subject: APPROVE and AUTHORIZE a contract with ECS Imaging, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with ECS Imaging, Inc., in an amount not to exceed \$307,908, to implement Laserfiche, an electronic records content management system, for the period of October 1, 2016 through September 30, 2019, Countywide.

**FISCAL IMPACT:**

The contract will be funded by various Public Works funds, including the General Fund.

**BACKGROUND:**

The Public Works Department is heavily reliant on paper records, such as: project files, as-built maps, flood control maps, and road right-of-way maps. Currently these records are stored physically, but can be difficult or tedious to find. The Department has developed the following priorities and long-term goals regarding records storage:

- Create a consistent process for management of electronic documents;
- Generate less paper;
- Replace at-risk data assets (such as paper, microfilm, vellum) with electronic versions;

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/27/2016** ☒ 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: September 27, 2016

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

By: June McHuen, Deputy

Contact: Carrie Ricci, (925)  
313-2235

cc:



### BACKGROUND: (CONT'D)

Develop workflows for efficiency;

- Implement a records retention policy; and
- Provide a public portal for records access.

On May 1, 2014, the Public Works Department entered into a contract with ECS to conduct a preliminary needs assessment for the Department, develop a Project Plan based on the findings from the needs assessment, and implementation of Laserfiche for two Department Divisions (Capital Projects and Maintenance). The Department then entered into a contract that focused on implementation of the Project Plan for the thirteen additional divisions, upgrading the existing Laserfiche software and purchase of 100 additional licenses and annual support.

When the Public Works Department selected ECS Imaging, Inc. in 2014, the Department had recently merged with the General Services Department which was on a different computer network and not included in the Laserfiche implementation. Now that all former General Services divisions are on the Public Works network we are entering into a contract with ECS to implement Laserfiche within those divisions. We will have the same ECS Imaging project manager who is working with each division to ensure consistency in how we manage records department wide.

### CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the contract, Public Works will continue to be heavily reliant on paper records.