



Contra
Costa
County

To: Board of Supervisors

From: Brian M. Balbas, Interim Public Works Director/Chief Engineer

Date: January 16, 2018

Subject: Approve a contract amendment with ECS Imaging, Inc., for the implementation of Laserfiche, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Interim Public Works Director, or designee, to execute a contract amendment with ECS Imaging, Inc., effective January 16, 2018, to increase the payment limit by \$77,494, to a new payment limit of \$385,402, with no change to the original term of October 1, 2016 to September 30, 2019, for additional necessary software and work associated with the implementation of Laserfiche, an electronic records content management system.

FISCAL IMPACT:

The increase in payment will be funded 100% by various Public Works funds that have been approved for the implementation of Laserfiche. The amount of \$39,544 is to purchase an additional software module and licensing fees. The remaining amendment amount, \$37,950 is for project management.

BACKGROUND:

On September 27, 2016, the Board of Supervisors approved a contract with ECS Imaging, Inc., for software, software support and Laserfiche implementation for all Public Works divisions. Public Works continues to have several years of files that must be scanned and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/16/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Karen Mitchoff, District IV
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: January 16, 2018

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

By: June McHuen, Deputy

Contact: Carrie Ricci,
925.313-2235

cc:

then indexed correctly to assure that searching the electronic files results in accurate retrieval of data, documents and images by both staff and the public. To this end, Public Works has secured funds for

BACKGROUND: (CONT'D)

additional software, software support and equipment, as well as project management services to complete the implementation Department-wide. The new module, Quick Fields is used for batch scanning and information retrieval, and will allow Public Works to automate data entry and document naming and filing in Laserfiche. The project management is to work with Public Works divisions to assess their work processes and set up work flows in Laserfiche to more efficiently store records electronically.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the contract amendment, Public Works will not be able to complete Laserfiche implementation and/or provide software and support for the existing system.