



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: September 8, 2020

Subject: APPROVE Contract Amendment No. 3 with ECS Imaging, Inc. Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with ECS Imaging, Inc., effective September 8, 2020, to increase the payment limit by \$89,264 from \$433,402 to a new payment limit of \$522,666, and to extend the term from September 30, 2020 to September 30, 2021 for software licenses, support and project management associated with the implementation of Laserfiche, an electronic records content management system, Countywide. (Project No.: Various)

FISCAL IMPACT:

100% by various funds that have been approved for the implementation of Laserfiche. The amount of \$89,264 is for software licenses, support, and 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. On January 16, 2018, the Board of Supervisors approved Contract Amendment No. 1 with ECS Imaging, Inc. to purchase additional software modules and licenses, and to continue with project management. On May 7, 2019, the Board of Supervisors approved

☒ APPROVE
 ☐ OTHER
☒ RECOMMENDATION OF CNTY ADMINISTRATOR
 ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/08/2020** ☒ 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
 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 8, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Carrie Ricci,
925-313-2235

cc:

Contract Amendment No. 2 with ECS Imaging,

BACKGROUND: (CONT'D)

Inc. to extend the term to September 30, 2020 and increase the payment limit to \$433,402. Amendment No. 3 includes an additional year of software licenses, support, and project management to further implement Laserfiche Department-wide. The project management includes working with Public Works divisions to complete their work processes and set up work flows in Laserfiche to more efficiently store records electronically. Government Code Section 31000 authorizes the County to contract for services including the type of electronic content management services that ECS Imaging, Inc. provides.

CONSEQUENCE OF NEGATIVE ACTION:

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