



Contra
Costa
County

To: Board of Supervisors

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

Date: September 21, 2021

Subject: Contract with ECS Imaging, Inc., a California Corporation, Countywide

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 \$233,000 to provide software licenses, support and project management associated with the implementation of Laserfiche, an electronic records content management system, for the period September 30, 2021 through September 29, 2024, Countywide.

FISCAL IMPACT:

100% by various Public Works funds that have been approved for the implementation of Laserfiche. (100% Various Funds)

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. The project management includes working with Public Works divisions to complete their work processes and set up workflows in Laserfiche to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/21/2021** ☒ 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 21, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Carrie Ricci,
925-313-2235

cc:

more efficiently store records electronically.

BACKGROUND: (CONT'D)

During this contract period, projects assigned to ECS Imaging, Inc., were delayed due to Public Works staff availability in 2020 and 2021. The current contract is set to expire on September 30, 2021.

ECS Imaging, Inc., built the system that Public Works needs in order to have effective electronic records content management and workflows. Additionally, the projects in process are required to be completed in order to use the Laserfiche system effectively.

The Public Works Department requires a new contract with ECS Imaging, Inc., to provide additional project management work, to complete project management work from 2020 and 2021, to allow for additional licensing, and to provide on-call support.

Government Code Section 31000 authorizes the County to contract for services including the services that ECS Imaging, Inc., provides.

CONSEQUENCE OF NEGATIVE ACTION:

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