



Contra  
Costa  
County

To: Board of Supervisors

From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District

Date: February 7, 2023

Subject: Contract with DocuWare Corporation for Document Management Software

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a contract with DocuWare Corporation (DocuWare), in an amount not to exceed \$25,000, not including annual rate adjustments to provide document management software for various forms of documents related to accounting and administrative projects in the Fire District for a period of February 15, 2023 through February 14, 2026, with two one-year extensions option to February 14, 2028.

**FISCAL IMPACT:**

This is 100% funded by the CCCFPD General Fund.

**BACKGROUND:**

The District needs document management software to organize the volume of incoming documents received on a daily basis. Documents include invoices, contracts, miscellaneous forms to name a few. This software will help with the implementation of the new WorkDay financial software that is set to go live county wide, later in this fiscal year.

DocuWare was selected through a competitive bid process. The District contacted numerous

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **02/07/2023** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, Director  
Candace Andersen, Director  
Diane Burgis, Director  
Ken Carlson, Director  
Federal D. Glover, Director

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: February 7, 2023

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

Contact: Regina Rubier  
(925)265-3055

By: June McHuen, Deputy

cc:

industry leading vendors that all had a “patch” to communicate with WorkDay. DocuWare was awarded the contract not only on the lowest bid but they also best

BACKGROUND: (CONT'D)

met the needs of the District.

The proposed contract is a set annual fee, despite the quantity of documents the District needs to manage. This fee does have an annual inflation rate that may be increased no more than 5% annually during the term of this Agreement.

CONSEQUENCE OF NEGATIVE ACTION:

If the agreement is not approved, the District will have to continue to manually scan and manage incoming documents, which could result in lost or misfiled information. The cost savings will result in a more efficient work environment.