

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only

Meeting Date

____/____/____

Agenda Item No:

Department: Permit and Resource Management Dept.

() 4/5 Vote Required

Contact: Debra Watts,
Customer Service Mngr.

Phone:
X1923

Board Date:
June 9, 2009

Deadline for Board Action:
June 9, 2009

AGENDA SHORT TITLE: Contract Amendment: Altec Systems, Inc. dba SoftFile

REQUESTED BOARD ACTION: Amend an existing document management and services contract with Altec Systems, Inc. dba SoftFile for one year to June 14, 2010, and expend up to an additional \$48,000.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

ADD'L FUNDS REQUIRING BOARD APPROVAL

Estimated Cost	\$	48,000	Contingencies	\$	
			(Fund Name:)		
Amount Budgeted	\$	48,000	Unanticipated Revenue	\$	
			(Source:)		
Other Avail Approp (Explain below)	\$		Other Transfer(s)	\$	
			(Source:)		
Additional Requested:	\$		Add'l Funds Requested:	\$	

Explanation (if required):

Prior Board Action(s):

June 7, 2005: Board authorized original, 2 year contract for services.
June 27, 2006: Board authorized additional funds for services.
June 12, 2007: Board authorized new, 2 year contract for services.

Alternatives - Results of Non-Approval:

Contract will not continue and services will be terminated.

On File With Clerk: Original contract amendment for signature

Background:

In FY 04-05, the Permit and Resource Management Department began to improve the availability of records to the public and staff by entering an agreement with Altec Systems, Inc. dba SoftFile for the professional web-hosting of certain building records. This has reduced the amount of funds expended on producing jacketed microfilm and the storage and retrieval of that film.

Under the agreement, permit documents are scanned and stored in digital format for on-line viewing by staff and the public on the PRMD intranet using Alchemy Web. The intranet site is accessed by the public on the public kiosks located in the PRMD file area and by staff at their desks. Digital images are created in a non-proprietary format and are hosted by SoftFile. As the contract is set to expire this Fiscal Year, PRMD seeks to extend the contract for one additional year (\$48,000). PRMD anticipates that this will be the last extension required with SoftFile as the Department will be pursuing our own centralized web-hosting capabilities in collaboration with ISD within the next year.

Approval of this contract amendment will allow PRMD continued access to scanning and hosting capabilities. In addition, there is an existing Blanket Purchase Order with SoftFile that is used by County Departments (and PRMD) for regular microfilming of records per adopted retention schedules.

Recommended Action: PRMD recommends that the Board authorize amendment of the existing contract to extend services for one year and expend the budgeted amount of up to \$48,000 for services.

Attachments:

On File With Clerk: Original contract amendment for signature

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: