

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only	
Meeting Date / /	Held Until / /
Agenda Item No: _____	Agenda Item No: _____

Department:

() **4/5 Vote Required**

Contact:

Gene Clark

Phone:

(707) 565-2010

Board Date:

August 11, 2009

Deadline for Board Action:

August 13, 2009

AGENDA SHORT TITLE:

Micrographic Services

REQUESTED BOARD ACTION:

Authorize the Purchasing Agent to extend the current blanket purchase order with SoftFile Document & Data Management Solutions for Micrographic Services from September 1, 2009, to November 30, 2009, to allow time to solicit proposals for Document Management Services.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

Estimated Cost \$ 24,750

Amount Budgeted \$ 24,750

Other Avail Approp. \$
(Explain below)

Additional Requested: \$

ADD'L FUNDS REQUIRING BOARD

Contingencies \$
(Fund Name:)

Unanticipated Revenue \$
(Source:)

Other Transfer(s) \$
(Source:)

Add'l Funds Requested: \$

Explanation (if required): Appropriations are included in each of the user departments' prospective budgets.

Prior Board Action(s):

4/28/09: Summary Action #15, Extended Blanket Purchase Order (BPO) Agreement with SoftFile Document & Data Management Solutions for micrographic services.

Alternatives - Results of Non-Approval:

County departments will not have a microfilming service available for their use. Departments would experience a backlog of their microfilming requirements and an increase within storage requirements.

Background:

The County entered into an agreement with SoftFile Document & Data Management Solutions of Sacramento, under a Blanket Purchase Order (“BPO”) Agreement approved by your Board March 28, 2006, to provide micrographic services for various County departments. This agreement is due to conclude on August 31, 2009.

Several County departments regularly use micrographic services on an “as needed” basis, including Permit and Resource Management, Transportation and Public Works, Sheriff’s Department, and the Water Agency. This service allows departments to archive files and provides easier access to records for County staff and the public. Only one County department, Clerk-Recorder-Assessor, has their own in-house microfilming services; however, on occasion, they also need to use this Countywide BPO agreement to meet their own micrographic needs.

The State of California currently has a Master Service Agreement (“MSA”) available for use by local governments for document management services. As directed by your Board on 4/28/09, Purchasing staff has evaluated the MSA and has determined that it would meet the County’s need for document conversion on a broad scale and would also satisfy the competitive requirement; however, not all interested service providers are currently listed as suppliers on the MSA and, if adopted by the County, many interested service providers would not have the opportunity to submit proposals for these County service needs. In addition, Purchasing has recently evaluated the needs of the County and has found that with changing technologies, many of the line items of the BPO are no longer needed and can now be replaced with more efficient techniques for providing document conversion.

As a result, the decision was made by the County Purchasing Agent to issue a new Request for Proposals (“RFP”) in order to allow all interested parties the opportunity to submit a competitive proposal. This RFP will not preclude suppliers which participated in the MSA to submit a proposal and, since the RFP will be all inclusive, it is anticipated that pricing will be more competitive.

Since the current BPO with SoftFile is expected to expire during the RFP process, Staff requests extending the agreement for an additional three months. This will give the Purchasing Division time to evaluate proposals and select a document management services vendor. The General Services Purchasing Division will return to your Board on or before November 17, 2009, with a recommendation for award of a BPO agreement.

Attachments:

On File With Clerk:

- 1) Blanket Purchase Order 050-6-2467

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

Background: (Continued)

Funding:

Projected annual expenditures average \$99,000 per year. Appropriations are included in each of the user departments' prospective budgets.

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