



Legislation Details (With Text)

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Title: Approve the First Amendment to the Consultant Services Agreement between the City of Fresno and ECS Imaging, Inc., in an amount not to exceed \$36,000, to expand Laserfiche consulting and implementation services into additional Public Works divisions.

Sponsors: Information Services Department

Indexes:

Code sections:

Attachments: 1. First Amendment to Agreement.pdf, 2. Attachment A_Statement of Work.pdf, 3. Consultant Services Agreement_Executed.pdf, 4. Certificates of Insurance.pdf

Date	Ver.	Action By	Action	Result
9/1/2016	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

September 1, 2016

FROM: BRYON HORN, Chief Information Officer
Information Services Department

SUBJECT

Approve the First Amendment to the Consultant Services Agreement between the City of Fresno and ECS Imaging, Inc., in an amount not to exceed \$36,000, to expand Laserfiche consulting and implementation services into additional Public Works divisions.

RECOMMENDATION

Staff recommends Council approve the First Amendment ("Amendment") to the February 29, 2016, ECS Imaging, Inc., Consultant Services Agreement with the City of Fresno ("City") in an amount not to exceed \$36,000 to expand Laserfiche consulting and implementation services, into additional Public Works divisions, as described in the attached Statement of Work (Attachment A).

EXECUTIVE SUMMARY

On February 29, 2016, the City entered into a Consultant Services Agreement ("Agreement") with ECS Imaging, Inc., for Laserfiche implementation and consulting services which included deliverables for the City Clerk's Office as well as selected divisions in the Public Works Department. The original Agreement was for \$49,510. This Amendment increases the total contract amount to

\$85,510 to expand the scope of service. Having successfully completed the original scope of services within the pilot project, and recognizing the efficiency and productivity improvement provided by the technology, Public Works and Information Services is seeking to expand the implementation of Laserfiche into additional Public Works divisions, which requires ECS Imaging expertise.

BACKGROUND

The City completed a competitive process to select a vendor to provide guidance for the Laserfiche document management and imaging technology. ECS Imaging, Inc. was selected based on their qualifications and pricing based on other municipal competitively bid contracts.

The City and ECS Imaging, Inc. recently completed the Laserfiche implementation in the City Clerk's Office and selected Divisions within the Public Works Department pursuant to the original Scope of Services outlined in Exhibit A. Both departments are pleased with the outcome and recognize the mutual benefit of expanding the records management and document imaging. To continue Laserfiche implementation for additional Public Works divisions, approval is requested to amend the Statement of Work in an amount not to exceed \$36,000.

The City Attorney's Office has reviewed and approved the amendment as to form.

ENVIRONMENTAL FINDINGS

Laserfiche computer software implementation is not a "project" pursuant to California Environmental Quality Act ("CEQA") Guidelines Section 15378.

LOCAL PREFERENCE

Local preference not implemented because this item is an amendment of an existing contract.

FISCAL IMPACT

Public Works has identified funding within their existing budget. Therefore, no additional funding is required to expand this project as defined in the proposed amendment.

Exhibits:

First Amendment to Agreement

Attachment A_Statement of Work

Consultant Services Agreement_Executed

Certificates of Insurance