



TO: Board of Contracts and Awards
FROM: Jack Kelanic, Director of Information Technology *JK*
Michelle Lewis-Hodges, IT Manager, Information Technology Department
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Chuck Blankenship, Finance/Purchasing
SUBJECT: Records Management Software Procurement and Implementation Services, GSA Federal
Contract GS-35F-0273L – Requesting City Council Date of January 5, 2016
DATE: December 22, 2015

SUMMARY:

The Information Technology Department recommends a contract be awarded to InfoReliance Corporation, Fairfax, VA, for records management software services, and professional implementation services, for a three-year contract amount of \$1,757,909.40, plus a 5 percent contingency, for a cumulative total of \$1,845,804.87, plus applicable sales tax.

The need for future software services renewals beyond the initial three-year term is possible given a projected system lifecycle of 5-10 years. In accordance with Tacoma Municipal Code 1.06.269, authorization for software support and maintenance services may continue until the City no longer needs the software.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

Through this contract, the City of Tacoma will acquire software which will increase the efficiency with which the City manages records.

BACKGROUND:

Information made or received in the transaction of City business and relating to the conduct of government, regardless of form, and which is prepared, owned, used or retained by the City must be managed in accordance with the Revised Code of Washington (RCW) 40.14.010 Preservation and Destruction of Public Records and RCW 42.56.010 Public Records Act, and further the Washington Administrative Code (WAC) Chapter 434-615 Custody of Public Records, and WAC Chapter 434-662 Preservation of Electronic Public Records.

ISSUE: The City’s volume of electronic documents and records are increasing rapidly. As such, City employees spend more time managing digital business content. Public disclosure requests are increasing in volume, complexity, and level of effort to fulfill. Associated court rulings and fines are becoming more common. This combination of dynamic forces results in administrative risk for the organization.

The purpose of this project is to replace the City’s existing, aged, electronic records management system with a modern records management system and basic e-discovery tools, and to automate management of electronic documents and e-mail for all City departments in accordance with State guidelines and other regulatory requirements.

ALTERNATIVES: One alternative approach is continue using the City’s existing records management system beyond its useful design life, implement the remaining departments and divisions on this system,



and train City staff to develop and support the software in the absence of commercial support services from the software manufacturer.

Another alternative is to forego digital content management and continue current, primarily manual and paper-intensive records management practices.

Neither of these alternatives would support the City’s broader goals of compliance and efficiency.

COMPETITIVE SOLICITATION: General Services Administration (GSA) contract was established with InfoReliance Corporation through the Federal Supply Schedule 70, Information Technology, Software & Services, contract number GS-35F-0273L. State and Local governments can buy technology via schedule 70 through the GSA Cooperative Purchasing Program.

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Implementation services include consultant assignments onsite and offsite for reduction in travel and associated carbon emissions.

SBE/LEAP COMPLIANCE: Not applicable.

RECOMMENDATION:

The Information Technology Department recommends a contract be awarded to InfoReliance Corporation, Fairfax, VA, for records management software services, and professional implementation services, for a three-year contract amount of \$1,757,909.40, plus a 5 percent contingency, for a cumulative total of \$1,845,804.87, plus applicable sales tax.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	596000	5310100	\$1,470,904.47
Information Systems Fund 5800	596000	5412170	\$374,900.40
TOTAL			\$1,845,804.87

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	596000	5950289	\$1,845,804.87
TOTAL			\$1,845,804.87



POTENTIAL POSITION IMPACT: N/A

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
TOTAL			

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: The fiscal impact of \$1,595,871.27 is planned and available within Fund 5800.

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes.

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.

The fiscal impact of \$1,595,871.27 is planned and available within Fund 5800. The remaining balance of \$249,933.60 is contingent on the inclusion and approval in future biennial appropriations.

FINANCE PURCHASING

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