



TO: Board of Contracts and Awards
FROM: Daniel Key, Director of Information Technology
Sanjay Chopra, IT Manager, Information Technology Department
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, Alex Clark, Senior Buyer, Finance/Purchasing
SUBJECT: Increase Contract for StoneShare Inc. Professional Services, Directly Negotiated Contract No. C126, Requesting City Council Date of April 16, 2019
DATE: March 25, 2019

RECOMMENDATION SUMMARY:

The Information Technology Department request approval to increase Contract No. C126 to **StoneShare Inc., Vaughan, Ontario** by \$300,000.00, plus applicable sales tax, with a term ending December 31, 2019 to a new cumulative total of \$1,200,000 for continued professional services for the pilot implementation of an electronic records management system – Tacoma Information Management Systems.

STRATEGIC POLICY PRIORITY:

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

By implementing an electronic records management system to maintain compliance with various Federal and State regulations, this contract supports an efficient and effective government.

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.

The City budgeted \$900,000 in 2017-18 towards the first phase of the Tacoma Information Management System (TIMS) solution, and Council Authorized Resolution **39805** for the Information Technology Department to engage the services of StoneShare in 2017 for systems development work. The City Attorney’s office was the first department that went live in 2018 followed by Tacoma Public Utilities’ Reliability and Compliance group and Neighborhood and community Service’s compliance division.

The project committee has since taken steps to refine the City’s requirements and strategy for the citywide implementation. Therefore, the project committee is recommending to extend the pilot phase and implement a new department using a new modified approach.

ISSUE: The City’s obligation to meet requirements for managing electronic records persists. In fact, the volume of electronic records continues to grow rapidly. Moreover, the scope and



complexity of maintaining administrative compliance is evolving as new information systems and services are employed and as electronic records are created, stored, and managed across a multitude of distributed devices.

ALTERNATIVES:

One alternative is to take full ownership of the implementation by the city instead of using the vendor. This option will involve internal staff augmentation and high risk of delaying the project implementation timeline.

The second alternative is to maintain the status quo and forego active records management and dispositioning in favor of retaining electronic records and content indefinitely, and continuing manual retrieval processes, thereby accepting the legal risks and long-term cost implications of inaction.

COMPETITIVE SOLICITATION:

This is an extension for the existing contract. Elizabeth Pauli approved on August 3, 2017 for ITD to directly negotiate with Stoneshare Inc. for professional services.

SUSTAINABILITY: Approximately half of subject services will be provided remotely, thereby reducing the number of carbon-generating trips. Additionally, all contract deliverables will be digital.

SBE/LEAP COMPLIANCE: Not applicable.

DISADVANTAGED BUSINESS ENTERPRISE (DBE): Not applicable.

FISCAL IMPACT:

Funds in the amount of \$300,000.00 are budgeted and available in the 2019/2020 biennium.

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	593540	5310100	\$300,000.00
TOTAL			\$300,000.00



REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Information Systems Fund 5800	593540	5310100	\$300,000.00
TOTAL			\$300,000.00

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$300,000.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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