



# Agenda Report

June 11, 2018

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** CITY CLERK

**SUBJECT:** AUTHORIZATION TO ENTER INTO A CONTRACT WITH MATRIX IMAGING PRODUCTS, INC., TO PROVIDE CITYWIDE SCANNING SERVICES FOR CITY DOCUMENTS IN AN AMOUNT NOT-TO-EXCEED \$438,000, FOR A THREE-YEAR PERIOD, WITH TWO OPTIONAL ONE-YEAR EXTENSIONS IN THE AMOUNT OF \$71,000 FOR EACH YEAR, FOR A TOTAL CONTRACT NOT-TO-EXCEED AMOUNT OF \$580,000

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process as specified by Pasadena Municipal Code, Section 4.08.047, with Matrix Imaging Products, Inc., to provide citywide document scanning services in an amount not-to-exceed \$438,000 for a period of three years, or until the funds have been expended, with two one-year optional extensions of \$71,000 each year, for a total contract not-to-exceed amount of \$580,000.

## **BACKGROUND:**

Consistent with records management best practices, staff has aggressively pursued the conversion of paper records to digitized format. Records conversion provides several benefits: it preserves important documents (paper documents age and degrade over time), provides savings in terms of costs and storage space, and increases accessibility to records located within the virtual records center.

Various City departments have over the years implemented scanning practices to take advantage of the benefits of digitized records, and have opened separate purchase orders with different vendors to provide such services. To centralize conversion efforts, City staff recently issued a Request for Proposals for Citywide Scanning Services. The rationale for consolidation of document scanning under the umbrella of one vendor contract is to achieve volume discount savings, increase scanning efficiency, and ensure consistency in the format of digitized records.

The proposed contract arrangement will allow any City department to utilize the selected vendor's scanning services. Each department will need to have adequate funds to cover conversion project costs within their adopted budgets and there will need to be available capacity remaining under the total not-to-exceed contract limit.

The initial RFP was circulated on October 11, 2017, however, due to some technical issues, staff determined it was necessary to reissue the RFP on March 1, 2018. To ensure a robust response to the RFP, staff not only utilized normal circulation procedures (advertising on Planet Bids and publishing the notice seeking proposals in local newspapers), but also engaged in an extensive outreach effort to ensure that local vendors within the City of Pasadena were aware of this proposal opportunity.

Based on research of companies in Pasadena that could potentially handle scanning services for the City, staff contacted 38 local vendors to notify them of the RFP process, answer questions, and encourage their participation. Following staff's outreach, 11 local vendors expressed interest in potentially participating in the RFP process. However, despite efforts to encourage and facilitate local participation, a total of 12 proposals were submitted by the deadline, with no local vendors choosing to participate in the process.

A team of City staff from various departments met and worked collaboratively to evaluate proposals received based on the criteria stated in the RFP. City department representatives included personnel from Human Resources, Planning and Community Development, Department of Information and Technology, City Clerk (Records Management Division), and Finance (Purchasing Division).

Each proposal was evaluated on a 100 point scale, with 40 points assigned to the category of Proposed Solution (scanning capacity, technology, ability to work with certain records, and ability to provide records in the specified digitized format), 25 points for Experience, 25 points for Cost, 5 points for Local Business, and 5 points for Certified Small/Micro Business. This scoring scale was disclosed to proposers as part of the RFP, and a check of references was also completed by staff.

The evaluation and scoring of proposals is detailed in the table below, with Matrix Imaging Products, Inc., receiving the highest score:

Proposer	Proposed Solution	Experience	Cost Proposal	Local Business	Micro-Owned	Total
Matrix Imaging Products, Inc. Lake Forest, CA	35	19	25	0	5	<b>84</b>
Viatron Systems, Inc. Los Angeles, CA	35	17	10	0	5	<b>67</b>
AMI - American Micro Imaging, Inc. Los Angeles, CA	40	16	10	0	0	<b>66</b>
Digital Archive Technology Torrance, CA	33	17	15	0	0	<b>65</b>
United Records Management Valencia, CA	35	15	13	0	0	<b>63</b>
Konica Minolta Business Solutions Los Angeles, CA	36	16	10	0	0	<b>62</b>
Raycom Data Technologies, Inc. El Segundo, CA	28	16	10	0	5	<b>59</b>
DataArc, LLC Santa Maria, CA	34	12	12	0	0	<b>58</b>
Hines EDM Roseville, CA	31	12	13	0	0	<b>56</b>
Spectrum Information Services Irvine, CA	29	14	13	0	0	<b>56</b>
OmniPro, Inc. Chino, CA	29	8	7	0	5	<b>49</b>
Scanning Service Corp. Fontana, CA	10	5	5	0	0	<b>20</b>

As articulated in the Request for Proposals regarding the City's records volume, format needs, and conversion history, and based on the information provided by Matrix Imaging Products, Inc., staff has determined the proposal submitted by Matrix Imaging Products, Inc., to best meet the City's requirements, and is recommended for the proposed contract.

**COUNCIL POLICY CONSIDERATION:**

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

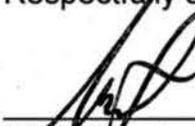
**FISCAL IMPACT:**

The proposed action will not only facilitate regular ongoing scanning needs for records conversion throughout City departments, but will also address a number of large-scale scanning projects that have been delayed in anticipation of this consolidated citywide "umbrella contract" for scanning services. With this in mind, the funding level for the first three years of the contract, in an amount not-to-exceed \$438,000, is set at a higher per year average of \$146,000 to clear the backlog of conversion projects.

The two additional discretionary years for scanning services will not exceed \$71,000 for each year. The total potential not-to-exceed amount for the contract with Matrix Imaging Products, Inc., is \$580,000 over five years.

Any funds spent by City departments for scanning services as part of this citywide contract will come from existing budgeted appropriations within the departments' operating budgets, under the line item of Other Contract Services, Fund 811400. Therefore, the proposed action does not require any additional appropriation of funds by the City Council at this time.

Respectfully submitted,

  
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City Clerk

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