



Legislation Text

File #: 24-363, Version: 1

Memorandum

Date: April 2, 2024

To: The Honorable Lake County Board of Supervisors

From: Shane French, Information Technology Director

Subject: Waive the formal bidding requirement under Lake County Code chapter 2, section 2-38 and authorize the IT Director to issue a Purchase Order in the amount of \$64,470.83 to ECS Imaging, INC. for Laserfiche Cloud renewal

Executive Summary:

The County of Lake utilizes Laserfiche Cloud services to store electronic documents and enable electronic workflows. The service is purchased on a year-to-year basis. Our renewal is coming due in May.

The Information Technology Department is requesting your Board's permission to waive the formal bidding requirement under Lake County Code chapter 2, section 2-38, because the renewal represents an extension of a current agreement that will not exceed CPI. The per-license cost for Laserfiche cloud has not increased at all this year. The overall agreement amount has increased, however, due to the increased license count. The license count is tied to the number of users on the system. Since this system is designed to be used by all county users, the license count will tend to increase up to our employee count as more employees utilize the product.

Additionally, this product is proprietary and is only available through Laserfiche's authorized vendor, ECS imaging.

We are requesting that your Board approve the issuance of a purchase order to ECS Imaging in the amount of \$64,470.83 for the renewal of Laserfiche Cloud.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <[http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")

☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (rationale in "Executive Summary," attach documentation, as needed)

☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action:

Waive the formal bidding requirement under Lake County Code chapter 2, section 2-38 and authorize the IT Director to issue a Purchase Order in the amount of \$64,470.83 to ECS Imaging, INC. for Laserfiche Cloud renewal