



Legislation Text

File #: 17-820, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Robert Massarelli, Community Development Director
Prepared by: Mireya G. Turner, Associate Planner

SUBJECT: Proposed Agreement between the County of Lake and Softfile Business Services, for records management services

DATE: August 30, 2017

ATTACHMENTS: 1. Proposed Agreement
2. Softfile's California Multiple Award Schedule (CMAS)

The Community Development Department retains records for each of its three divisions: Planning, Building and Code Enforcement. Physical storage of these records has been a long term challenge, requiring increasing space. Our historical use of our former office in Lower Lake for storage is a logistical complication, increasing the demand on our staff resources to drive to the location to hunt for needed records.

Due to limited storage space, our department is unable to retain building plans for residences after construction is completed. This has caused frustration with our residents as they sought building plans to use for rebuilding purposes. Electronic storage of building plans is included within this contract and we expect it to be a valuable asset in the future. Records management services were approved in our 2017/18 budget.

Softfile has been approved by the state, through a competitive process, to provide document conversion and scanning solutions to local governments. Our department has reviewed the scope of work and the CMAS details and is confident that Softfile is capable of delivering the services we seek. It is likely the term of this agreement will not be sufficient to digitize all our records. Should we require additional services, an amendment to the agreement may be brought to the Board in the future. Staff requests approval of the proposed agreement.

Sample Motion:

I move that the Board approve the Agreement between the County of Lake and Softfile Business Services, for records management services, in an amount not to exceed \$50,000, and authorize the Chair to sign.