

RESOLUTION NO. 2023 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, APPROVING AN AGREEMENT WITH COMPLETE PAPERLESS SOLUTIONS TO PURCHASE AN ENTERPRISE CONTENT MANAGEMENT SYSTEM, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, the Questys product quality has declined over the years with only minor upgrades and has fallen behind compared to other technology and Enterprise Content Management (ECM) Systems available; and

WHEREAS, Laserfiche is recognized as a pioneer in the ECM Technology since 1987 and continues to transform organizations in more than 80 countries; and

WHEREAS, Laserfiche integrates with many of the business processes used in the City and will assist staff in automating and sharing more records. In turn, this will provide access to more records online through a public portal on the City website. Providing more City records online allows the public to conduct their own research on their time and reduces Public Records Requests by being more accessible and transparent; and

WHEREAS, utilizing an ECM/EDMS system that is as robust as Laserfiche will actually reduce costs and use of resources. The savings on the annual Questys contract would be \$16,112.02, and there would be additional savings as a result of a reduction in the amount of record storage boxes, copy paper, and toner purchased, and a lesser need for off-site storage; and

WHEREAS, Complete Paperless Solutions (CPS) will provide the City with a turnkey solution, including all software and related services for design, data migration, development, deployment, training, and support of the system; and

WHEREAS, the proposed system upgrade will have a one-time cost of \$82,000, and an annual license and support cost of \$5,875; and

WHEREAS, staff recommends that the City Council authorize the City Manager to execute a professional services agreement with CPS, as a replacement for Questys, to provide for the term from August 1, 2023 to August 1, 2026 with the option to extend the terms of the agreement in one-year increments for an additional three (3) years.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1: That the City Council hereby authorizes the City Manager to execute a professional services agreement with CPS that will provide the City with a turnkey solution, including all software and related services for design, data migration, development, deployment, training, and support of the system.

Section 2: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED and ADOPTED this 1st day of August, 2023.

Ron Morrison, Mayor

ATTEST:

Shelley Chapel, MMC, City Clerk

APPROVED AS TO FORM:

Barry J. Schultz, City Attorney