

AGENDA



Thursday, December 17, 2009

Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION

Item No. 59

Subject: Authorize award and execution of a 12-month requirements service contract through State of Texas Department of Information Resources (DIR), with ADJACENT TECHNOLOGIES, INC., Austin, TX for the purchase of document and records imaging services for Austin Energy in an estimated amount not to exceed \$250,000, with four 12-month extension options in an estimated amount not to exceed \$250,000 per extension option, for a total estimated contract amount not to exceed \$1,250,000.

Amount and Source of Funding: Funding in the amount of \$187,500 is available in the Fiscal Year 2009-2010 Operating Budget of Austin Energy. Funding for the remaining three months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required

For More Information: Dolores Castillo, Sr. Buyer /322-6466

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). This contract is a Cooperative Purchase; therefore, it is exempted under Chapter 791 of the Texas Local Government Code and no goals were established for this solicitation.

Boards and Commission Action: To be reviewed by Electric Utility Commission on December 14, 2009.

This contract will enable Austin Energy (AE) to purchase image processing and data conversion services in order to utilize an electronic file management system. Contractor will provide document conversion and indexing from AE's hardcopy records, documents, and drawings to digital format as specified in the scope of work.

Conversion of existing utility records into an electronic format will realize immense cost savings in storage and transportation of existing records from an off-site service provider as well as provide much needed space for employees within Austin Energy facilities. Digital form will also improve access and ease of managing retention outlined in Texas Local Government Code Chapter 203 (Management and Preservation of Records) and destruction of utility records as defined in Chapter 2-11-10A (Destruction of Records) and Chapter 2-11-12 (Destruction of Original Records That Have Been Microfilmed or Stored Electronically) of the City Code. The digitized documents will also be imported into the new file management system once that project has been completed. This conversion and storage of records will fulfill the requirements of Chapter 205 (Electronic Storage of Records) of the Texas Local Government Code and Chapter 2-11-13 (Electronic Storage of City Records) of the City Code. Finally, conversion of certain vital or historical records to a digital form is required for Austin Energy to effectively protect itself from loss or damage of these records during a natural disaster or other type of emergency pursuant to Chapter 2-11-14 (Records with Historical Value) of the City Code.

Austin Energy is completing this project for the entire utility over the next four fiscal years. Eight business units will complete the document imaging process during Fiscal Year 2009-2010. Participants in this project include business units from the Power Production, Environmental Care & Protection, Legal

Services, Workforce Development & Risk Management, Onsite Energy Resources and Electric Service Delivery divisions.

DIR has continued to provide additional products and services through its program at competitively bid discounted prices. The purchasing power of the State of Texas is used to leverage purchasing effectiveness.