

AGENDA



Thursday, April 22, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 26**

Subject: Authorize award, negotiation, and execution of a 16-month requirements service contract with INFOLINX SYSTEM SOLUTIONS, Kensington, MD, for the purchase of a physical records management software system in an estimated amount not to exceed \$128,795, with four 12-month extension options for maintenance and support in an estimated amount not to exceed \$20,779 per extension option, for a total estimated contract amount not to exceed \$211,911.

Amount and Source of Funding: Funding in the amount of \$98,795 is available in the Fiscal Year 2009-2010 Critical Technology Capital Budget of the Financial Services Department, Communication and Technology Management. Funding in the amount of \$30,000 is available in the Fiscal Year 2009-2010 Operating Budget of the Office of the City Clerk. Funding for the extension options is contingent upon available funding in future budgets.

Fiscal Note: A fiscal note is attached.

For More Information: Mick Osborne, Specialist Sr. Buyer /974 2995

Purchasing Language: Best evaluated proposal of four proposals received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the purchase of a new physical records management software system and accompanying maintenance and support for the Office of the City Clerk. The purpose of this project is to replace GAIN 2000 with a web-based application designed to support the management of physical records that can be accessed by authorized personnel within all City departments.

The Records Management Division is currently responsible for the management of over 70,000 cubic feet of records stored with the City's off-site storage vendor. The system must be capable of tracking new accessions, the retrieval/re-file of material, and destruction of records to ensure compliance with all federal and state requirements for retention of City records.

The current production system, GAIN 2000, is no longer supported by the vendor (Triadd Software) and no longer meets the City's internal needs due to inadequate searching/reporting capabilities, inadequate ability to customize reports, and inability to efficiently upload and export data between the system used by the City and the system used by the off-site storage vendor. In addition, the current system has a number of technical issues that have required the vendor to create hot-fixes and patches which in turn have caused delays and impacts on the records management staff in performing their daily tasks.

MBE/WBE solicited: 31/14

MBE/WBE bid: 0/0

PROPOSAL ANALYSIS- RFP NO. MSO0037

a. Adequate competition.

- b. Five hundred seventy-eight notices were sent, including 31 MBEs and 14 WBEs. Four proposals were received, with no response from the MBE/WBEs.
- c. This is the first purchase of its type; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal received.
- b. The Purchasing Office concurs with Communication and Technology Management's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.