



2.15

INFORMATION TECHNOLOGY
DEPARTMENT

STEPHEN F. FERGUSON
CHIEF INFORMATION OFFICER

CITY OF SACRAMENTO
CALIFORNIA

April 22, 2005

1000 I STREET
SUITE 120
SACRAMENTO, CA
98514-2608

PHONE 916-808-5763
FAX 916-808-5087

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT WITH
THIRDWAVE CORPORATION FOR ELECTRONIC DOCUMENT AND
CONTENT MANAGEMENT CONSULTING SERVICES FOR AN
AMOUNT NOT TO EXCEED \$180,000**

LOCATION AND COUNCIL DISTRICT: Citywide - All Districts

RECOMMENDATION:

This report recommends that the City Council approve the attached resolution that authorizes the City Manager and the City Clerk to execute a Professional Services Agreement with ThirdWave Corporation for an amount not to exceed \$180,000.

CONTACT PERSON: Shirley Concolino, City Clerk, 808-5442
Steve Ferguson, Chief Information Officer, 808-8600

FOR THE COUNCIL MEETING OF: May 10, 2005

SUMMARY:

ThirdWave Corporation has been selected via a Request for Proposal (RFP) process to provide consulting, planning, and technical services for Electronic Document and Content Management (ED/CM) of official City documents. This report recommends that the City Council authorize the City Manager and the City Clerk to execute a Professional Services Agreement with ThirdWave Corporation for an amount not-to-exceed \$180,000.

COMMITTEE/COMMISSION ACTION None

BACKGROUND:

The “documents” of the City are an important resource for its residents as well as public officials. City documents include everything from timesheets, e-mails, correspondence, contracts, drawings, reports, council minutes, blueprints, photographs, videotapes, databases, and images. Documents are currently kept in numerous formats including paper, imaged copies, on-line computer systems, databases, desktop hard drives, magnetic tape and optical media.

Effectively managing the vast array of accumulated documents requires standard operating principles, procedures, and technology on a citywide basis. Without adequate compliance and effective management, document storage requirements and staff time to access critical information will continue to increase. There is also a critical need to use modern automation to support records management policies and city workflow procedures and improve staff productivity.

On January 10, 2005, the City issued an RFP that invited proposals from qualified firms to provide planning and technical services that will assist the city in preparing for a citywide implementation of Electronic Document and Content Management systems. Key tasks include a high level overall review of the City’s needs/requirements, design of a citywide document classification and retrieval system, and assistance for the City Clerk and Human Resources departments in planning pilot document management and workflow projects in each department.

Responses were received from the following consultants:

Business Advantage Consulting
Coastline Technology
COMSYS
CorDax Incorporated
GladwellGovernmental Consulting
Imerge Consulting
ThirdWave Corporation

A selection committee consisting of staff from the City Clerk, Human Resources, Procurement Services, and Information Technology departments, reviewed the qualifications, methodology and relevant experience of each firm to compile a shortlist. Shortlisted firms were interviewed by a group that also included staff from Transportation, Utilities, General Services, and Finance. ThirdWave Corporation was chosen as the best qualified to provide the services outlined in the RFP.

FINANCIAL CONSIDERATIONS:

The total cost for this project is \$180,000. Funding is available in the Document Management Project CIP Budget AB55 (101-500-AB55).

ENVIRONMENTAL CONSIDERATIONS:

CEQA does not apply to the award of this professional services agreement because it can be seen with certainty that there is no possibility of significant environmental effects and CEQA does not apply to studies of this nature. CEQA Guidelines Sections 15061(b)(3), 15262.

POLICY CONSIDERATIONS:

The requested action is consistent with existing policy concerning professional services and Chapter 3.64.020 of the Sacramento City Code. This project is a recommended SOAP project for 2005 and is also one of the initiatives recommended in the IT Strategic Plan.

ESBD CONSIDERATIONS:

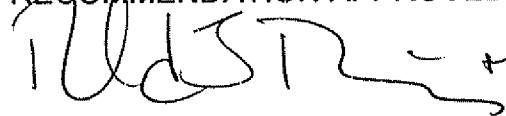
ThirdWave Corporation is certified as an Emerging and Small Business Development (ESBD) by the State of California and in the process of being certified by the City of Sacramento.

Respectfully submitted,



Stephen R. Ferguson
Chief Information Officer

RECOMMENDATION APPROVED:



Robert P. Thomas
City Manager

Table of Contents:

Resolution.Page 4

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AUTHORIZING THE CITY MANAGER AND THE CITY CLERK TO EXECUTE A CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT WITH THIRDWAVE CORPORATION FOR TECHNICAL AND PLANNING SERVICES FOR ELECTRONIC DOCUMENT AND CONTENT MANAGEMENT SYSTEMS FOR AN AMOUNT NOT TO EXCEED \$180,000.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

The City Council authorizes the City Manager and the City Clerk to execute a Consultant and Professional Services Agreement with ThirdWave Corporation for technical and planning services for the Electronic Document and Content Management Systems for an amount not-to-exceed \$180,000.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

