

BOARD MEETING DATE: December 4, 2015

AGENDA NO. 5

PROPOSAL: Execute Contract for Enterprise Content Management System for Office of the General Counsel

SYNOPSIS: On July 10, 2015, an RFP was released to solicit proposals from firms interested in providing the General Counsel's Office with an Enterprise Content Management System. This system will help the General Counsel's Office better manage its content, encourage collaboration, and make information easier to share. Five proposals were received and evaluated. This action is to execute a contract with Hyland Software, Inc. for an Enterprise Content Management System for \$99,053.72.

COMMITTEE: Administrative, November 13, 2015; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate \$99,054 from the General Fund Undesignated (Unassigned) Fund Balance to Legal's FY 2015-16 Budget, Professional and Special Services Account.
2. Authorize the Chairman to execute a renewable one-year contract with Hyland Software, Inc., for an Enterprise Content Management System, for a total amount not to exceed \$99,053.72.

Barry R. Wallerstein, D.Env.
Executive Officer

KW:ML

Background

The SCAQMD currently has an Enterprise Content Management system, OnBase, which is provided by Hyland Software, Inc. The term Enterprise Content Management describes both a strategic framework and a technical architecture that supports all types of content throughout the content life cycle. The SCAQMD's current Enterprise Content Management system is used primarily as a global records management and storage system. The SCAQMD does not have all of the OnBase software licenses necessary to achieve the functionality desired by the Office of the General Counsel. As such, the staff in the Office of the General Counsel currently share documents through a shared drive on the network. The Office of the General Counsel is in need of an role

specific system that will: provide document management that makes documents easier to search, access, share and reuse; provide a system that organizes and classifies email as part of a project file within the document repository; control document versions and provide access to the complete version history of a document; facilitate comprehensive search functions to retrieve information with advanced search technology; and provide mobile access and enable remote users to access documents safely and securely. On July 10, 2015, SCAQMD released RFP #2016-06 to solicit proposals from Enterprise Management Content vendors interested in contracting with the SCAQMD.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP/RFQ and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP/RFQ has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

Proposal Evaluation

Five proposals were received when final bidding closed at 5:00 p.m. on August 13, 2015. Two of the proposals received were deemed complete and met the RFP requirements.

The panel evaluating proposals included four SCAQMD employees - an Information Management Manager, an Investigations Manager, and two Senior Deputy District Counsels. Of these four panel members, three are Caucasian and one is Hispanic; one is female and three are male.

The panel evaluated the two qualified and responsive proposals based on criteria specified in the RFP, which included ability to deliver desired features, technical approach / implementation, previous experience servicing legal offices, and cost.

The Attachment A summarizes scores of the qualified bids. Hyland Software, Inc., which proposed the OnBase solution, was the firm that submitted the highest-rated qualified bid. General Networks was the other qualified bidder. The core component of General Networks' Enterprise Content Management solution is Open Text eDOCS Document Management. Hyland Software, Inc. submitted a proposal for \$154,332.00 while General Network's proposal was for \$252,602.02. The proposals included labor costs, software licensing costs, software maintenance costs, hardware costs, and training

costs. Staff believes Hyland Software, Inc.'s proposal provides the best value to SCAQMD while meeting the desired features of the Enterprise Content Management system. The pricing for this contract includes a volume discount negotiated by the General Services Administration ("GSA") and provided to SCAQMD. The GSA provides centralized procurement for the federal government and establishes long-term government-wide contracts with commercial firms to provide access to commercial products and services at volume discount pricing. The GSA may provide State and local governments, and instrumentalities thereof, access to its supply sources. The GSA has determined that the SCAQMD is eligible for the GSA volume discount to purchase the software and services provided in this contract. The volume discount for the contract is \$10,578.28. With the application of the GSA discount and the deduction of items that were bid for but that the General Counsel's office does not need, the actual contract price will be \$99,053.72.

Resource Impacts

Sufficient funds in the amount of \$99,053.72 will be available once the appropriation from the Undesignated Fund Balance is made to Legal's FY 2015-16 Budget. Maintenance costs will be requested in subsequent fiscal years and are not expected to exceed \$4,364.69 per year.

Attachment

Attachment A - Summary of Evaluation of Respondents to RFP #P2016-06

ATTACHMENT A

Summary of Evaluation of Respondents to RFP #P2016-06

Five proposals were received in response to this RFP. They were from American MicroImaging, Inc., AvePoint Public Sector, Inc., General Networks Corporation, Hyland Software, Inc., and Wave Technology Solutions Group. One of the proposals was non-responsive (Wave Technology Solutions Group) and two proposals were not qualified for the award because they did not receive at least 56 out of the 70 technical points (American MicroImaging, Inc. and AvePoint Public Sector, Inc.).

Technical Points (70 points maximum)

	Proposer	
	HYLAND SOFTWARE, INC.	GENERAL NETWORKS CORPORATION
Panel Average	62.25	57.50

Cost (30 points maximum)

	Proposer	
	HYLAND SOFTWARE, INC.	GENERAL NETWORKS CORPORATION
Bid Amount	\$154,332.00	\$252,602.02
Panel Average	30.00	18.33

Additional Points (15 points maximum)

	Proposer	
	HYLAND SOFTWARE, INC.	GENERAL NETWORKS CORPORATION
Small Business or Small Business Joint Ventures Points (Maximum = 10)	0	0
DVBE or DVBE Joint Ventures Points (Maximum = 10)	0	0
Use of DVBE or Small Business Subcontractors Points (Maximum = 7)	0	0
Local Business (Non-EPA Funded Projects) Points (Maximum = 5)	0	5
Panel Average	0	5
Total	92.25	80.83