BOARD MEETING DATE: July 11, 2014   AGENDA NO. 15

PROPOSAL: Authorize Purchase of OnBase Software Support

SYNOPSIS: SCAQMD uses the OnBase software for its electronic document
                   management system to manage critical documents and to support
                   the Record Retention Policy. Software subscription and support
                   for OnBase expires on July 31, 2014. This action is to obtain
                   approval for sole source purchase of OnBase software subscription
                   and support for one year. Funds for this purchase ($120,380) are
                   included in the FY 2014-15 Budget.

COMMITTEE: Administrative, June 13, 2014, Recommended for Approval

RECOMMENDED ACTION:
Authorize the Procurement Manager to purchase OnBase software subscription and
support from Hyland Software at a cost of $120,380.

                                              Barry R. Wallerstein, D.Env.
                                              Executive Officer

CJM:MH:SJ:nm:agg

Background
SCAQMD uses OnBase software as its electronic document management system, which
has maintained the SCAQMD's documents and other critical records since 1990. Total
storage to date is over three million multi-page documents. OnBase is a Windows-
based, menu-driven, document management system designed to store and retrieve
critical documents in electronic format. The system provides concurrent information to
multiple workstations simultaneously. It has a flexible compound document structure
where black and white or color images co-exist with text and data within a single
document. It stores various types of documents such as Microsoft Word documents,
Outlook emails, and PDFs, videos and data files. The system also includes document
routing; and distribution offers ad-hoc, scheduled point-to-point, and broadcast
distribution of documents. It contains a complete set of markup and annotation tools
that allow users to add notes, comments and drawings to pages without compromising

the original document's integrity. The system has full network support so information can be distributed rapidly within an organization regardless of architecture. Finally, the system has an extensive number of features to allow the secure display of documents on the SCAQMD's internal and external websites. OnBase software subscription and support expires on July 31, 2014.

Sole Source Justification
Section VIII.B.2 of the Procurement Policy and Procedure identifies circumstances under which a sole source purchase award may be justified. This request for a sole source award is made under provision VIII.B.2.c.(2) and (3). The products and services are available from only the sole source; involve the use of proprietary technology; and use key contractor-owned assets for project performance.

Proposal
Hyland Software is the sole manufacturer and provider of OnBase software and is, therefore, the only source for its maintenance support licensing agreements. Staff recommends the purchase of OnBase software subscription and support from Hyland Software at a cost of $120,380.

Resource Impacts
Sufficient funds are included in the FY 2014-15 Budget under Information Management Professional and Special Services.