



City of San Antonio

Agenda Memorandum

File Number:15-2096

Agenda Item Number: 6.

Agenda Date: 4/16/2015

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Floodplain Management Scanning Project

SUMMARY:

This ordinance authorizes a contract with Open Text, Inc. to provide scanning and indexing of 3,105 existing Floodplain Management files (621,035 pages) and other related documents and convert these files into an electronic format for a total cost of \$100,000.00. Funding is available in the Storm Water Regional Facilities Fund.

BACKGROUND INFORMATION:

Approximately 21,858 Floodplain Management related files are located at the El Paso, S. Alamo Street and Cherry Street locations. This large amount of hard copy files is creating a need for additional storage space. In addition, Open Records Requests consume valuable staff hours when searching for stored hard copy files and new submittals are migrating to a digital format as the City of San Antonio works toward sustainability. Texas State Law requires the retention of Floodplain Management files for 99 years.

Open Text, Inc. will pick up batched documents to scan at a City of San Antonio designated location, scan and index the documents and return the original files and an index spreadsheet to the City of San Antonio upon completion. Digital files will then be made available to the City for importation into FileNet which will be handled by the City of San Antonio Information Technology Services Department (ITSD).

This procurement will be made via cooperative purchasing agreement No. 920C-1 through the Texas Council on Competitive Government which is managed by the Texas Comptroller of Public Accounts.

ISSUE:

This contract would authorize Open Text, Inc. to scan and index the hard copy Floodplain Management related files and related documents and convert into an electronic format. The electronic files will then be made available to ITSD for importation into FileNet. The scanned files can be easily retrieved by employees, with proper access, through a web interface or from any City networked computer which tremendously speeds up the process of finding and referencing the files as needed. This will increase staff productivity when responding to inquiries for proposed developments and avoid space issues regarding the storage of hard copy files.

This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to the type of commodities/services being procured and value of the contract, no SBEDA tool is available.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, there will be a further increase of hard copy files to be scanned and will require additional funds for increased storage space requirements. Without the efficiencies gained by scanning and digitalizing the files, the review time for permitting proposed developments will continue to increase.

FISCAL IMPACT:

The total cost for this contract is \$100,000.00. Funding will be from the Storm Water Regional Facilities Fund.

RECOMMENDATION:

Staff recommends approval of this purchase with Open Text, Inc. to scan and index 3,105 existing Floodplain Management files (621,035 pages) and related documents and convert these files into an electronic format for a total cost of \$100,000.00.

This contract is procured by means of cooperative purchasing and a Contracts Disclosure form is not required.