



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Document & Microfilm Conversion for City Wide Document Scanning Services

MEETING DATE: June 7, 2023

TO: Mayor and City Council

PREPARED BY: Edna Aguilar, Management Analyst

REVIEWED BY: Stephanie Roseen, Acting City Clerk

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 4 to Professional Services Agreement with DMC for City wide document scanning, indexing, and quality control services in the not-to-exceed amount of \$215,000 and extending the term of service through June 30, 2024, contingent on approval of Fiscal year 2023/2024 Budget adoption by City Council.

DISCUSSION

In February 2019, the City of Menifee issued a Request for Proposal (RFP) No. 2018-10 to secure a firm to provide comprehensive document scanning, indexing, and quality control services for the City. An internal selection committee reviewed and ranked the responses, with the final recommendation to award a Professional Services Agreement for document scanning services to Document & Microfilm Conversion (DMC).

The City entered into a multi-year contract with DMC, Inc. in Fiscal Year (FY) 2019/2020, with the last amendment issued in July 2022, for FY 2022/2023. The current contract amendment is set to expire on June 30, 2023.

City staff continues their efforts towards centralizing and digitizing all City records into the records repository, Laserfiche. DMC has been able to scan high volumes of records quickly, accurately, and efficiently into Laserfiche. Staff have been pleased with the performance and quality of work from the Consultant. The terms, conditions and price schedule of the original agreement would remain in effect for the duration of the one-year contract extension.

Due to the high volume of records and increased need for centralization and digitization of City documents, various City Departments in previous years had allocated funds within their respective budgets to assist with document scanning needs. For FY 2023/2024 the addition of new funds has been identified within the Engineering, Community Services, Building and Safety, Planning,

and the City Clerk Departments. The City Clerk Department will continue to coordinate and lead the document centralization and digitization project with all City departments.

The City Clerk Department in collaboration with the Finance Purchasing Division is preparing to issue a competitive RFP to assess the current needs for scanning, indexing, and integration with current and existing system in preparation for FY 2024/2025.

STRATEGIC PLAN OBJECTIVE

Community Engagement and Social Infrastructure:

Centralizing and digitizing City records and maintaining an online public access portal creates opportunities to enhance communication, proactively deliver information, and increase public transparency.

FISCAL IMPACT

The costs of Amendment No. 4 to the DMC Agreement are included in the proposed FY 2023/2024 Budget. The total costs are a not-to-exceed amount of \$215,000 broken down between the department accounts listed in Table 1 below.

Table 1 – Available Funding

Department	Account	Allocated Amount
City Clerk Department	100-4113-52800	\$110,000
Planning Department	100-4330-52800	\$35,000
Building & Safety Department	100-4331-52800	\$40,000
Engineering Department	100-4551-52800	\$20,000
Community Services	100-4660-52800	\$10,000
TOTAL		\$215,000

No additional budget appropriation action is required.

ATTACHMENTS

1. Original Agreement – DMC
2. Amendment No. 1 – DMC
3. Amendment No. 2 – DMC
4. Amendment No. 3 – DMC
5. Amendment No. 4 – DMC