

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.22
(ID # 20272)

MEETING DATE:
Tuesday, November 08, 2022

FROM : RIVERSIDE COUNTY INFORMATION TECHNOLOGY:

SUBJECT: RIVERSIDE COUNTY INFORMATION TECHNOLOGY (RCIT): Approve and authorize the Purchasing Agent to issue a Purchase Order to ECS Imaging, Inc. to upgrade Laserfiche Approver (Participant) Software Licenses based on utilization of the National Cooperative Purchasing Alliance (NCPA) contract #011-25 through June 30, 2023 for a total amount of \$67,597, All Districts. [Total Cost \$67,597.00, 100% RCIT Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and authorize the Purchasing Agent to issue a Purchase Order to ECS Imaging, Inc., to upgrade Laserfiche Approver (Participant) Software License based on the National Cooperative Purchasing Alliance (NCPA) contract #011-25 through June 30, 2023 for a total amount of \$67,597.

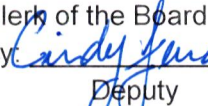
ACTION:Policy


Jim Smith, Chief Information Officer 10/13/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Hewitt, and Perez
Nays: None
Absent: None
Date: November 8, 2022
xc: RCIT

Kecia R. Harper
Clerk of the Board
By 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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FINANCIAL DATA	FY 22/23	FY 23/24	Total Cost:	Ongoing Cost
COST	\$ 67,597	\$ 0	\$ 67,597	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: RCIT Budget-100%			Budget Adjustment:	No
			For Fiscal Year:	22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The request before the Board is for the upgrade of Laserfiche Approver (Participant) Software Licenses. The licenses will allow county-wide managers and supervisors to participate in an online approval process when submitting Human Resource (HR) related forms.

On May 17, 2022 (Agenda No. 18914), the Board approved the Purchase Order to ECS Imaging, Inc., to continue providing Laserfiche software license and support services. The department is now upgrading from on-premises licensing to cloud-based licensing as this solution is more cost effective for the County. This current purchase will give County departments the ability to automate the submittal of many enterprise paper forms into online forms within Laserfiche and streamline the executive approval process. Additional HR forms are being planned to be automated and additional licenses will allow for future growth and increased efficiencies. RCIT currently has limited licensing available to support approval routing for Laserfiche forms.

This purchase is in alignment with RCIT's continuing efforts to optimize information technology to automate and improve business process efficiencies. Staff recommends approval of the item.

Impact on Residents and Businesses

There is no negative impact on citizens or businesses.

Additional Fiscal Information

Description	FY 22/23
Laserfiche Approver (Participant) license and support renewal	\$67,597.00
Total	\$67,597.00

Contract History and Price Reasonableness

ECS Imaging, Inc. is offering a discount of \$2,430 for 100 existing perpetual licenses as trade-in credit and upgrading to a newer version.

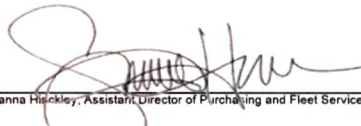
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The County has utilized Laserfiche for over 20 years and on May 17, 2022 (Agenda No. 3.17) the Board approved to continue providing Laserfiche software license and support services. On May 6, 2014 (Agenda No. 3-17) the Board approved Laserfiche with ECS as an Enterprise Document Management System including licensing and associated professional services. On February 9, 2021 (Agenda No. 3.23) the Board approved Laserfiche Secure Secondary Storage Agreement with ECS for Laserfiche hardware, software license, and support services. This Secondary Storage Architecture was implemented as a technical solution for Trusted Systems that departments can use to define techniques, policies, and procedures to self-certify as a Trusted System for their official records.

This procurement is based on the utilization of the National Cooperative Purchasing Alliance (NCPA) contract #011-25. Region 14 Education Service Center base out of Abilene, Texas processed a Request for Proposal (RFP) Solicitation Number 01-18 in early 2018 on behalf of itself and other Government Agencies through NCPA for Document and Record Management. Laserfiche was awarded after the evaluation of bid responses. ECS is a local vendor based out of the City of Riverside and is the only vendor authorized to distribute and service Laserfiche products in the Western Region of the United States. Pricing provided by ECS is comparable to those offered to other Government Agencies in the NCPA contract.

Attachments:

- A. ECS Imaging, Inc. Quotation No. 81522
- B. NCPA Annual Renewal of Contract No. 011-25


Suzanna Hackley, Assistant Director of Purchasing and Fleet Service 10/17/2022


Meghan Hahn, Senior Management Analyst 10/27/2022


Kristine Bell-Valdez, Supervising Deputy County Counsel 10/19/2022



ECS IMAGING, INC.
WORLD-CLASS SOLUTION PROVIDER

877-790-1600
5905 Brockton Ave. Ste. C
Riverside, CA 92506
www.ECSImaging.com

Quote

Rio

Quotation For

Name: Rhys Ravelo
Company: Riverside County -RCIT
Phone:
E-mail:

Quote Info

Date: 8/15/2022
Quote Number: 81522
Valid Through: 11/15/2022
Terms: net 20
Account Manager: Debbi Bodewin
Phone: x1109
E-mail: Debbi@ecsimaging.com

Q3 2022 V.2

Description of Product and Services

Trade-in credit applied for the legacy 100 existing Forms Participants and upgrading them to the newer version with View only in Repository also. New License is Subscription based and can change quantity each year.

Software

Rio includes Workflow, Web Access, Mobile, Adv. Audit Trail, Digital Signatures, Discussions, Unlimited Servers & Repositories, Forms Essentials

SKU	Description	Unit Price	Quantity	Line Total
JPAR	Laserfiche Subscription Participants (1000+) (Forms & Retrievals)	\$ -		
Software Subtotal				\$ -

Annual Maintenance and Licensing

SKU	Description	Unit Price	Quantity	Line Total
JPAR	Laserfiche Subscription Participants (1000+) (Forms & Retrievals)	\$ 28.00	2500	\$ 70,000.00
Trade-in Credit		\$ (2,403.00)		
Annual Maintenance Subtotal				\$ 67,597.00

Hardware

SKU	Description	Unit Price	Quantity	Line Total
Hardware Subtotal				\$ -

Professional Services

SKU	Description	Rate	Quantity	Line Total
Professional Services Subtotal				\$ -

Special Terms

	Subtotal	\$ 67,597.00
Tax Rate Software Only (Download Only)	Tax	\$ -
Software is only available via download and is not subject to CA sales tax	Shipping	\$ -
	Total	\$ 67,597.00

Billing Terms:

*Software & Maintenance billed 100% at project start. *Services billed 50% up front minimally w/ remaining Services as incurred. *Standard Processing fee added to credit card payments

Annual Priority Support Contract Includes

- o Maximum 4 Hour Response Time - Upgraded from 24 hours with traditional LSAP support
- o Live Hours of support are 7:30am - 5:00pm PST M-F
- o Unlimited Phone and E-mail Support
- o On-site time is calculated to the nearest half hour and minimum onsite calculation is between 2-8 hours depending on the location
- o On-site time can be used for remedial training, installing updates, and consulting, in addition to support
- o ECS may allow planned after hours support in rare circumstances. In these circumstances Priority Support will be billed at double the hourly rate.
- o Two free admissions to the ECS Annual Customer Conference along with Free Admission to Quarterly User Groups
- o Monthly E-Newsletter
- o On-site/remote support hours included as quoted. On-site within next business day as needed. Additional hours of support purchased at a discounted hourly rate. Customers not under this plan can purchase on-site hours at \$250/hour with a 1 hour minimum for remote support, and an 8 hour minimum onsite charge in addition to travel expenses.

Hardware Return Policy:

Unopened boxed hardware may be exchanged for a full cash or credit refund within 7 days - a 15% restocking fee may apply. Defective hardware will be exchanged for a replacement per the terms and conditions specified on the product warranty card.

FORM APPROVED COUNTY COUNSEL
BY KRISTINE BELL-VALDEZ DATE



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Monday, January 3rd, 2022

Compulink Management Center, Inc DBA Laserfiche
ATTN: Chris Wacker
3545 Long Beach Blvd.
Long Beach, CA 90807

Re: Annual Renewal of NCPA contract #011-25

Dear Chris:

Region XIV Education Service Center is happy to announce that Compulink Management Center, Inc DBA Laserfiche has been awarded an annual contract renewal for Documents and Records Management based on the proposal submitted to Region XIV ESC.

The contract will expire on April 30th, 2023, completing the fifth year of a possible five-year term. If your company is not in agreement, please contact me immediately.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shane', is written over a light blue horizontal line.

Shane Fields
Region XIV, Executive Director