

GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT

RESOLUTION NO. 2011-043

**APPROVE ACTIONS RELATIVE TO THE
EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH
INFORMATION ACCESS SYSTEMS, INC., REGARDING
REQUEST FOR PROPOSALS NO. 2011-D-1,
ELECTRONIC RECORDS MANAGEMENT SYSTEM**

May 27, 2011

WHEREAS, in November 2008, the Auditor-Controller's Office of the Golden Gate Bridge, Highway and Transportation District (District) began testing a prototype of an Electronic Records Management System (ERMS), which could quickly determine whether a requested document was available and subsequently quickly retrieve the document in its original format; and,

WHEREAS, the Board of Directors (Board) desires to take advantage of the benefits of an ERMS, which include significant reductions in off- and on-site storage of paper documents and the costs associated with storage of these documents; significant labor efficiencies in the retrieval of a document or a group of documents; significant improvement in implementation of applicable law and Board policy regarding records retention; and, promotion of efficient electronic workflow for document routing and approvals; and,

WHEREAS, on January 4, 2011, the District advertised Request for Proposals (RFP) No. 2011-D-1, *Electronic Records Management System*, and the District received fourteen proposals by the deadline of January 18, 2011; and,

WHEREAS, an Evaluation Committee (Committee) met and, after its review of the proposals, unanimously selected the top five proposals, in accordance with the selection criteria specified in the RFP and invited the top scoring companies for an interview, and,

WHEREAS, following interviews, the Committee determined that Information Access Systems, Inc. (IAS) was best qualified to perform the required services; and,

WHEREAS, the Disadvantaged Business Enterprise (DBE) Program Administrator has determined that IAS is not certified as a DBE and, therefore, no DBE participation is anticipated during the performance of this contract; and,

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WHEREAS, the Building and Operating Committee/Committee of the Whole, at its meeting of May 26, 2011, has so recommended; now, therefore, be it

RESOLVED, that the Board of Directors (Board) of the Golden Gate Bridge, Highway and Transportation District hereby authorizes execution of a Professional Services Agreement (Agreement) with Information Access Systems, Inc., Orlando, FL, relative to Request for Proposals No. 2011-D-1, *Electronic Records Management System*, in an amount not to exceed \$208,950.00; and, be it further

RESOLVED, that the Board hereby authorizes the following items to be exercised at the General Manager's discretion:

- a. Three options: (1) Twenty additional concurrent user licenses; (2) Disconnected scanning; and, (3) Application enabler to be implemented as needed; for a cumulative amount not to exceed \$49,470.00; and,
- b. Maintenance and support services for the second through fifth years of the Agreement at an amount not to exceed \$178,332.00; and, be it further

RESOLVED, that the Board establishes a Contingency Fund in the amount of \$25,842.00; and, be it further

RESOLVED that requisite funds are available in the FY 10/11 District Division Capital Budget at a total cost of \$330,000.00; and, that future years will be budgeted accordingly.

ADOPTED this 27th day of May 2011, by the following vote of the Board of Directors:


AYES (15): Directors Arnold, Boro, Campos, Chu, Cochran, Elsbernd, Moylan, Pahre, Rabbitt, Renée, Snyder, Stroeh; Second Vice President Grosboll; First Vice President Eddie; President Reilly

NOES (0): None

ABSENT (4): Directors Brown, Mar, Sobel and Theriault



Janet Reilly
President, Board of Directors

ATTEST: 

Janet S. Tarantino
Secretary of the District