

CIP EXPENSE DETAIL

DATE OF COUNCIL CONSIDERATION:
CONTACT DEPARTMENT(S):

10/17/13
Aviation

SUBJECT:

Authorize award and execution of a 24-month requirements service contract with OPEN TEXT CORPORATION to provide electronic conversion of paper-based records for the Aviation Department in an amount of \$500,000.

Funding in the amount of \$500,000 is available in the Fiscal Year 2013-2014 Capital Budget of the Aviation Department.

CURRENT YEAR IMPACT:

Department:	Aviation
Project Name:	Records Management Implementation
Fund/Department/Unit:	4910-8107-3216
	Department of Aviation
Funding Source:	Airport Capital Fund
Current Appropriation:	800,000.00
Unencumbered Balance:	795,997.00
Amount of This Action:	(500,000.00)
Remaining Balance:	<u>295,997.00</u>
 Total Amount of this Action	 <u><u>500,000.00</u></u>

ANALYSIS / ADDITIONAL INFORMATION:

This contract will provide for the electronic conversion of the Department of Aviation (DoA) paper-based construction records. The construction records have a permanent retention policy and several records are classified as vital records. These records only exist in paper format and are vulnerable to elements (fire, water, humidity, etc.) that can destroy or compromise the integrity of the record. According to the Local Government Records Act of 1989, the City of Austin must ensure that its records are preserved and accessible throughout the designated retention periods. The conversion of these records along with storing the images and related metadata in the City's electronic document management system (EDIMS) will allow the Department to meet State regulatory compliance requirements of protecting its vital and permanent records. This conversion process will also enhance the Department's business continuity and disaster recovery efforts.

Detailed quality control standards will be part of each Project Work Statement. Each Project Work Statement will be approved by DoA Project Manager and Vendor prior to the start of a Project. DoA Project Manager will work closely with Vendor to ensure compliance with each Project Work Statement. At the beginning of each scan Project, the Vendor will scan and index a group of records for review and approval by the DoA Project Manager. The DoA Project Manager will verify that the quality of the images and accuracy of the meta data aligns with the approved quality control standards. The DoA Project Manager will conduct random audits throughout the process to ensure the quality control standards are being achieved.

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MBE/WBE solicited: 11/0

MBE/WBE bid: 0/0

BID TABULATION
IFB-BV PAX0217
Records Digitation Project ☐ Electronic Conversion
27 Line Item

<u>Vendor</u>	<u>Total Price</u>
Open Text Corporation Lincolnshire, IL	\$412,650.00
Brawand Purvis, LLC. Bellevue, WA	\$859,870.00*

*Based on Brawand Purvis, LLC. lack of prior experience in this job size and scope, price were not comparable to service offers by the recommended award.

A copy of complete bid tabulation is on file in the Purchasing Office and on the City of Austin, FASD Purchasing Office website.

PRICE ANALYSIS

- a. Adequate Competition.
- b. One hundred-ten notices were sent, including 11 MBEs and 0 WBEs. Two bids were received.
The MBEs did not respond.
- c. This is the first contract for these services; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

- a. Lowest bid.
- b. The Purchasing Office concurs with the Aviation Department's recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.