



Office of the City Manager

CONSENT CALENDAR
July 9, 2019

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Mark Numainville, City Clerk
 Subject: Contract No 9691 Amendment: FileTrail, Inc. for Records Management Software System

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 9691 with FileTrail, Inc. for an additional \$44,163 for software licensing, maintenance, and related services for a records management software system, for a total contract amount not to exceed \$127,799 and extending the term from July 1, 2019 to June 30, 2024.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the contract will be available in the City Clerk's Department Fiscal Year 2020 General Fund and have been allocated in budget code 011-32-313-000-0000-000-411-613130. Allocations of funds for subsequent years will be subject to adoption of the Annual Appropriations Ordinance for that fiscal year.

CURRENT SITUATION AND ITS EFFECTS

The City has over 11,000 boxes of physical records in storage and the FileTrail, Inc. box tracking system is paramount to tracking inventory of the boxes at offsite storage. The FileTrail system allows users to view contents, request, and return offsite box inventory with ease for department needs and the fulfillment of public records requests.

The amendment will add funds and extend the term of the contract with FileTrail, Inc. for an additional five years.

BACKGROUND

On November 26, 2013, the City issued a Request for Proposals (RFP) No. 14-10809-C for ECMS / AGENDA / RECORDS MANAGEMENT. The City received fifteen responses to the RFP and FileTrail Inc. was selected as the box tracking vendor after a comprehensive evaluation process. In July 2014, the City entered into contract No. 9691 with FileTrail, Inc. for box tracking at offsite storage. The FileTrail system has increased the efficiency of administering the Records Management Program in all City departments.

ENVIRONMENTAL SUSTAINABILITY

Continuing the contract with FileTrail Inc. has several opportunities associated with environmental sustainability. FileTrail is a web-based digital platform that requires no printed materials. All documents uploaded to the system are stored and can be viewed digitally.

RATIONALE FOR RECOMMENDATION

Records Management Software and its annual maintenance is required to ensure a continued successful Citywide Records Management Program.

ALTERNATIVE ACTIONS CONSIDERED

As FileTrail, Inc. is the current box tracking software, no alternatives were considered.

CONTACT PERSON

April Richardson, Assistant City Clerk, City Clerk Department, 981-6905

Attachment:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 9691 AMENDMENT: FILETRAIL, INC. FOR RECORDS
MANAGEMENT SOFTWARE SYSTEM

WHEREAS, the City Clerk Department is responsible for the Citywide Records Management program and box tracking software system; and

WHEREAS, in 2014, the City issued Request for Proposal No. 14-10809-C for a records management box tracking software system and a panel of staff selected FileTrail, Inc. based on their ability to meet the selection criteria, resulting in the execution of Contract No. 9691 with FileTrail, Inc.; and

WHEREAS, FileTrail Inc. continues to provide the City with a high level of customer service and competitive pricing; and

WHEREAS, funds totaling \$44,163 for this contract have been allocated in the General Fund, budget code 011-32-313-000-0000-000-411-613130.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to execute an amendment to Contract No. 9691 with FileTrail, Inc. for software licensing, maintenance, and related services for a records management software system, for an additional \$44,163 for a total contract amount not to exceed \$127,799 and extending the term from July 1, 2019 to June 30, 2024.

