



Office of the City Manager

CONSENT CALENDAR
October 15, 2024

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Mark Numainville, City Clerk
Subject: Contract #102814-1 Amendment: Konica Minolta Business Services, Inc. for Electronic Content Management System and Agenda Management and Workflow System

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract #102814-1 with Konica Minolta Business Solutions, Inc. for software maintenance and related services for OnBase, an Electronic Content Management System (ECMS) and agenda management and workflow system, to increase the not-to-exceed amount by \$381,949 for a total not to exceed amount of \$922,953 for regular annual maintenance costs and version updates, and authorize annual renewals through September 18, 2029.

FISCAL IMPACTS OF RECOMMENDATION

Funds to cover the cost of this contract for FY 2025 will be 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 currently uses OnBase software for its agenda management workflow system and the imaging and storage of vital city records in the digital repository. The agenda workflow system is used to route council reports for review, and to compile the agenda packets for City Council meetings.

Konica Minolta implemented and configured the OnBase application for the City and has provided ongoing maintenance and support since the “go-live” date in January 2016. The increase in the not to exceed amount is needed to cover five additional years of the following services: OnBase annual maintenance, Optical Character Recognition and Imaging software maintenance, Encryption software license for birth and death certificates, as well as costs for two future version upgrades, and the project to implement encryption for birth and death records for greater security.

BACKGROUND

In September 2014 the City entered into Contract No. 9754 with Konica Minolta Business Solutions for the purchase of the OnBase for agenda workflow and Enterprise Content Management system (ECM). Enterprise Content Management encompasses the technologies used to capture, manage, store, preserve, and deliver content and documents related to organizational processes. Also included in the system is a workflow process that was customized for the City’s agenda review and compilation process. In 2019, the City extended the contract with Konica Minolta for five years under contract #102814-1.

The OnBase system is an essential core system for City operations. It is the backbone of the City’s agenda management process and houses the legislative history and critical governmental records of the city in the digital repository. Currently, the repository holds over 500,000 records including resolutions, ordinances, minutes, contracts, council reports, election information, and birth and death certificates. Records for minutes and ordinances in OnBase date back to the early 1900s.

ENVIRONMENTAL SUSTAINABILITY

Increased use of digital solutions to reduce the use of paper copies creates an environmental benefit for the City.

RATIONALE FOR RECOMMENDATION

A robust, efficient, and easy to use ECMS and agenda workflow system is critical to staff’s ability to provide the public with access to City records through the digital repository and the City Council agenda.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Mark Numainville, City Clerk, City Clerk Department, 981-6900

Attachment:
1: Resolution

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

CONTRACT AMENDMENT: KONICA MINOLTA BUSINESS SERVICES, INC. FOR ONBASE, AN ELECTRONIC CONTENT MANAGEMENT AND AGENDA WORKFLOW SOFTWARE SYSTEM

WHEREAS, the City of Berkeley entered into Contract #9754 with Konica Minolta Business Solutions, Inc. in September 2014 with a not-to-exceed amount of \$366,004; and

WHEREAS, the City executed a contract amendment with Konica Minolta Business Solutions, Inc. in 2019 under Contract #102814-1 to extend the term and raise the not-to-exceed amount to \$541,004; and

WHEREAS, ongoing costs for software maintenance, version upgrades, and special projects require that the not-to-exceed amount be raised and the term be extended.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to execute a contract amendment with Konica Minolta Business Solutions, Inc. for software maintenance, upgrades, and related services for an agenda workflow and electronic document management software system, to increase the not-to-exceed amount by \$381,949 for a total not to exceed amount of \$922,953, and authorize annual renewals for maintenance services through September 18, 2029.

