

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF OCTOBER 27, 2010

REGULAR MEETING

TO: Ken Humphreys, Chairman, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

**AGENDA ITEM #2E: APPROVAL OF CONTRACT WITH INCREMENTUM FOR THE
CREATION OF AN ELECTRONIC DOCUMENT
MANAGEMENT SYSTEM**

RECOMMENDATION

Staff recommends that the Commission approve the contract with Incrementum to design and implement an electronic document management system.

REASON FOR RECOMMENDED ACTION AND BACKGROUND

Consistent with the Commission's direction from the May 26, 2010 meeting, staff circulated a request for proposals with various vendors to design and implement an electronic document management system (EDMS). Out of 20 responders, Incrementum proposed the best, most cost-effective solution.

Incrementum, working with LAFCO's IT consultant, will implement an EDMS system using the Laserfiche platform to store, search and retrieve LAFCO files from a central library housed within LAFCO's server. An offsite autobackup will provide the necessary redundancy and security in case of theft, catastrophic failure or fire.

The project will consist of three tasks:

- The creation and implementation of the Laserfiche system with a not-to-exceed one-time cost of \$14,100;
- Annual recurring fees of \$833 for the Laserfiche license and technical support
- Back File Conversion of existing LAFCO historical files. This project will not exceed 15 boxes of documents and will not convert projects older than the mid 1980s.

The Laserfiche system will include enough licenses for staff and one for a future public station. The EDMS system will also have the capability to print, burn CDs and e-mail documents out of the library for people who request them.

Attachments

Attachment A: Contract
Exhibit A: Proposal, Laserfiche Pamphlet
Exhibit B: Email