

March 20, 2017

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing execution of a Professional Services On-Call Agreement with Gimmel, LLC in an amount not to exceed \$160,000, plus all applicable taxes, for on-call professional and technical services for GimmelSoft Governance Suite installation and configuration, and SharePoint records center consultation and enhancement projects.

FISCAL IMPACT

This action authorizes the City to pay Gimmel LLC an amount not to exceed \$40,000 per year over a four year period to provide on-call professional and technical services, for a total not to exceed \$160,000 exclusive of WA State sales tax. Sufficient funding exists within the City Clerk's Office 2017-2018 General Fund Budget for the first two years of this contract. The annual costs to sustain the project through the latter two years of the contract will be requested as part of the 2019-2020 biennial budget process.

STAFF CONTACTS

Kyle Stannert, Assistant City Manager, 452-6021

Danelle Court, Records Management Program Manager, 452-7899

City Clerk's Office

POLICY CONSIDERATION

Government agencies in the State of Washington adhere to the guidelines set by RCW 40.14 (Preservation and Destruction of Public Records), WAC 434-662 (Preservation of Electronic Records) and 434-663 (Electronic Imaging Standards) which mandate how public records must be managed in all available formats. The City has adopted these requirements under BCC 2.26, and compliance is supported by the Public Records Division in the City Clerk's Office. In order for staff to fulfill their professional responsibilities as required by regulations set by the State, the Division is seeking approval to purchase on-call professional and technical services to support the implementation and configuration of GimmelSoft Governance Suite and enhancement of the City's current SharePoint records center.

BACKGROUND

In 2012 the City made the commitment to utilize the SharePoint platform (also known as the City's intranet) as its enterprise content management system so that electronic records could be managed in one centralized system. To ensure the SharePoint platform complies with state requirements and incorporates industry standards for the management and retention of electronic records, the City purchased a third party tool through sole source justification by Gimmel, LLC called GimmelSoft Compliance Suite. This tool was essential in order to effectively manage electronic records by providing structure and required records retention periods and litigation holds to the storage of electronic records as mandated by RCW 40.14.

The City currently owns, but has not yet installed and configured, an upgraded version of this third party tool called GimmelSoft Governance Suite. This tool provides governance within the entire SharePoint

environment so that information is managed from creation to deletion, allowing for a more seamless end user experience as well as inputting controls that ensures policies are enforced.

The City is in need of Gimmel's specialized technical expertise to aid in the installation and configuration of the upgraded product in the SharePoint environment. The City is also requesting Gimmel, LLC's professional on-call services to conduct ad hoc assessments and provide recommendations for improvements that are in line with industry best practices while enhancing the end user experience.

The installation and configuration of this tool, along with the professional and technical expertise of Gimmel, is critical to continuing the commitment of the City to centralize access of electronic records while streamlining and improving the user experience for the management of public records. This purchase represents the Division's continued effort to increase access to information for internal users and public stakeholders while complying with state requirements.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt the Resolution authorizing execution of a Professional Services On-Call Agreement with Gimmel, LLC in an amount not to exceed \$160,000, plus all applicable taxes, for on-call professional and technical services for GimmelSoft Governance Suite installation and configuration, and SharePoint records center consultation and enhancement projects.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Resolution No. 9248 authorizing execution of a Professional Services On-Call Agreement with Gimmel, LLC in an amount not to exceed \$160,000, plus all applicable taxes, for on-call professional and technical services for GimmelSoft Governance Suite installation and configuration, and SharePoint records center consultation and enhancement projects.

ATTACHMENTS

Proposed Resolution No. 9248

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

2017 Gimmel Contract