



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/17/2019

Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services

REPORT BY: Michael Parker, Staff Services Analyst II - 707-299-1517

SUBJECT: Agreement with Neko Industries, Inc., for Electronic Document Management System Upgrade

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chair to sign an agreement with Neko Industries, Inc., for a maximum of \$5,985 for the term of December 10, 2019 through June 30, 2020, to upgrade the Electronic Document Management System to the newest operating version.

EXECUTIVE SUMMARY

Neko Industries, Inc. (Neko), has provided maintenance and support of the County's Electronic Data Management System (EDMS) since 2003. Recently, ITS has entered into agreements with Neko in order to provide electronic database consolidation and migration services for both Planning, Building, and Environmental Services (approved September 11, 2018) and the Sheriff's department (approved February 5, 2019), as well as an agreement to replace, install, and configure the County's replicated Assureon archive capacity server and software (approved August 20, 2019). Due to the vendor's expertise and range of services, the County and Neko have entered into a number of separate agreements over the past years. Based on the total cost of work performed, Napa County purchasing policy requires board approval.

Today's requested action will allow ITS to enter into an agreement with Neko for a maximum of \$5,985 for the term of December 10, 2019 through June 30, 2020, to upgrade and sync the County's Electronic Document Management System from version 16 to 18.2. Upgrading the EDMS to the newest operating version is required every two years to keep the servers refreshed, and will allow the County to electronically store documents using OnBase without experiencing software or compatibility issues.

Neko Industries, Inc. is not a local vendor.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	There is no fiscal impact beyond the current fiscal year.
Consequences if not approved:	Upgrading the EDMS to the newest operating version will allow the County to electronically store documents via OnBase without experiencing software or compatibility issues. If not approved, this would delay the roll out of more advanced projects, such as Full Text Search and SharePoint to OnBase Connector, which would increase the effectiveness and productivity of OnBase and County users.
County Strategic Plan pillar addressed:	Effective and Open Government
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Neko Industries, Inc. (Neko) is a systems integration organization focusing on Electronic Data Management (EDMS) through various solutions, including the OnBase System. Neko has provided maintenance and support for the County's EDMS since 2003. At inception, Planning, Building, and Environmental Services (PBES), Sheriff's Office, and Human Resources (HR) were the first County departments to begin storing documents electronically. The EDMS is now utilized County-wide, including recent integrations into PeopleSoft Financials applications, Accela Automation, and the Records Center digitization project.

ITS, over the last two years, entered into Agreement Number 190113B in October 2018 for \$8,400 and Agreement Number 190227B in February 2019 for \$8,500 with Neko in order to provide electronic database consolidation and migration services for PBES and the Sheriff's Office respectively. On June 4, 2019, Amendment No. 1 for Agreement No. 190113B was approved to extend the term of the agreement through September 2019. In August 2019, ITS entered into Agreement No.200086B for \$61,828 to replace, install, and configure the County's replicated Assureon archive capacity server and software.

Since the vendor is the County's document management system supplier, Neko has been sole sourced for OnBase software maintenance, merging or moving documents in batches, and rolling out new features. In several cases when equipment was needed to support the document management system, Neko has also provided lower quotes for hardware than the nearest competition. Due to the vendor's expertise and range of services, the County and Neko have entered into a number of separate agreements totaling \$78,728. Based on the total cost of work performed by Neko, Napa County purchasing policy requires board approval.

Today's requested action will allow ITS to enter into an agreement with Neko for a maximum of \$5,985 for the term of December 10, 2019 through June 30, 2020, to upgrade and sync the County's Electronic Document Management System from version 16 to 18.2. Upgrading the EDMS to the newest operating version is required every two years to keep the servers refreshed and operating at efficiency. If not upgraded, the County may experience software or compatibility issues with electronic data storage via OnBase, and would subsequently delay or hinder the roll out of more advanced projects, such as Full Text Search and SharePoint to OnBase Connector, all of which would increase the effectiveness and productivity of both the County Government as a whole as well as that of individual OnBase users.

Neko Industries, Inc., is located in Roseville, CA, and is not a local vendor. However, the company has extensive experience in systems, and document and records management solutions, having implemented the OnBase solution for Napa County and many other public and private organizations. Neko has the technical experience and thorough understanding of the County's system to perform the EDMS version upgrade.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi