



Agenda Date: 6/21/2005
Agenda Placement: 6R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Bennett Wilson - Director
Information Technology Services
REPORT BY: Victoria Harlan, Staff Services Analyst, 259-8666
SUBJECT: Amendment No. 3 to Agreement No. 6137 with Neko Industries

RECOMMENDATION

Information Technology Services Director requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 6137 with Neko Industries increasing the amount by \$8,778 for a new annual maximum of \$52,560 for the term August 1, 2005 through July 31, 2006 for maintenance and support of the County's document and image management system.

EXECUTIVE SUMMARY

Amendment No. 3 to Agreement No. 6137 with Neko Industries provides for the recurring maintenance and support of the County's electronic document management system and includes the support of additional user licenses purchased last fiscal year.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Information Technology Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This amendment will allow for continued maintenance of the document imaging system.
Is the general fund affected?	Yes
Future fiscal impact:	Future year maintenance costs will be budgeted in Information Technology Services and built into the Technology Cost Allocation Plan.

Consequences if not approved: In would not be possible to maintain the document imaging system.

Additional Information: None.

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

On October 1, 2003 the Board approved Professional Services Agreement # 6137 with Neko Industries to provide maintenance and support for the County's electronic document and image management system currently used by the Sheriff's Office, Conservation, Planning and Development, Environmental Management Department, and Information Technology Services.

The electronic document management (EDM) system catalogues, archives, retrieves, version controls and secures Napa County documents and images. Electronically stored documents and images can be accessed via the Intranet and also reduce the need for storage space. Approval of this amendment will provide for annual maintenance and support of this system as well as minor enhancements and upgrades.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey