NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO: Board of Supervisors
FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services
REPORT BY: Shawn Smith, Supervising Staff Services Analyst - 707.259.8665
SUBJECT: Amendment No. 1 to Agreement 190113B with Neko Industries, Inc. for electronic document migration services

RECOMMENDATION
Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 190113B with Neko Industries, Inc., extending the term through September 30, 2019, allowing them to finalize the process of consolidating PBES' document database with the County document database.

EXECUTIVE SUMMARY
Neko Industries, Inc. (Neko) has provided maintenance and support for the County’s electronic content management system (ECMS) since 2003. In October 2018, the County entered into Agreement No. 190113B with Neko to consolidate PBES document database with the County document database. The project is underway, but will not be completed by June 30, 2019. The new timeline for completing the project is estimated at late July or early August.

Today's requested action will authorize Amendment No. 1 to Agreement No. 190113B with Neko Industries, Inc. extending the term through September 30, 2019, allowing them to finalize the process of consolidating PBES’ document database with the County document database.

Neko is not a local vendor.

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? Mandatory
Is the general fund affected? No
Future fiscal impact: Future maintenance costs will be budgeted in Information Technology Services and built into the Technology Cost Allocation Plan.
Consequences if not approved: ITS staff does not have the technical experience provided by Neko and will be unable to migrate the older format documents into the new system.

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) has provided maintenance and support for the County’s electronic content management system (ECMS) 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 ECMS is now utilized County-wide, including recent integrations into PeopleSoft Financials applications, Accela and the Records Center digitization project.

In October 2018, ITS entered into Agreement No. 190113B for $8,400 with Neko Industries, Inc. to migrate PBES documents from an older format into the new format. The project is underway, with several document types already converted, and others soon to be completed. The project has proven to be more complex than the vendor originally estimated, and will not be completed by June 30, 2019. Late July or early August is the new timeline for completing the project.

Today’s requested action will authorize Amendment No. 1 to Agreement No. 190113B with Neko Industries, Inc. extending the term through September 30, 2019, allowing them to finalize the process of consolidating PBES’ document database with the County document database. The requested amendment does not change the amount of the contract - $8,400.

Neko Industries, Inc. is not a local vendor but has extensive system and document/records management experience, having implemented the OnBase solution here at the County and many other public and private organizations.

SUPPORTING DOCUMENTS
None

CEO Recommendation: Approve