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 Accela Integration with OnBase

RECOMMENDATION
Chief Information Officer requests approval of and authorization for the Chair to sign an agreement with Neko Industries, Inc., for a maximum of $12,250 for the term of June 9, 2020 through September 30, 2020, for consulting services to integrate Accela with OnBase.

EXECUTIVE SUMMARY
Neko Industries, Inc. (Neko), has provided maintenance and support of the County's Electronic Data Management System (EDMS) since 2003. ITS has entered into multiple 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). Most recently, ITS entered into an agreement to replace, install, and configure the County's replicated Assureon archive capacity server and software (approved August 20, 2019) as well an agreement to upgrade the EDMS operating system to the most recent version (approved December 17, 2019). Due to the vendor's expertise and range of services, the County and Neko have entered into a number of separate agreements totaling $84,713. 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 $12,250 for the term of June 9, 2020 through September 30, 2020, for consulting services to configure Accela’s electronic document repository to use OnBase in order to consolidate permit-related documentation.

Neko Industries, Inc. is not a local vendor.
### FISCAL & STRATEGIC PLAN IMPACT

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Is there a Fiscal Impact?</td>
<td>Yes</td>
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<tr>
<td>Is it currently budgeted?</td>
<td>Yes</td>
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<tr>
<td>Where is it budgeted?</td>
<td>Information Technology Services</td>
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<tr>
<td>Is it Mandatory or Discretionary?</td>
<td>Discretionary</td>
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<tr>
<td>Discretionary Justification:</td>
<td>This agreement will allow ITS staff to utilize Neko Industries' specialized consulting services to configure Accela’s electronic document repository to use OnBase, the current Electronic Data Management System currently deployed County wide, in order to consolidate permit-related documentation and provide better citizen access. This integration will create centralized document access and storage for the County and the capability to upload and retrieve documents to and from OnBase using the Accela interface.</td>
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<td>Is the general fund affected?</td>
<td>No</td>
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<td>Future fiscal impact:</td>
<td>Funding for this service is budgeted and built into the ITS Cost Allocation Plan.</td>
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<td>Consequences if not approved:</td>
<td>The County needs to configure Accela’s electronic document repository to use OnBase in order to consolidate permit-related documentation. If not approved, continued silos of document distribution and storage will continue across various departments, each with its own document access requirements, document security and integrity maintenance, and distribution control. Currently, electronic documents scanned into Accela are only available to Accela users. By approving this agreement, Accela documents would be accessible through OnBase. The OnBase system controls and tracks the modification of documents stored in OnBase through versions and revisions. Accela integration with Onbase will ensure document integrity while increasing the effectiveness and productivity of Accela users.</td>
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**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 190113B in October 2018 for $8,400 and Agreement 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 190113B was approved to extend the term of the agreement through September 2019.

In August 2019, ITS entered into Agreement 200086B for $61,828 to replace, install, and configure the County’s replicated Assureon archive capacity server and software.

In December 2019, ITS entered into Agreement 200213B for $5,985 in order to upgrade and sync the County’s Electronic Document Management System (EDMS) to the newest operating version.

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 $84,713. 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 $12,250 for the term of June 9, 2020 through September 30, 2020, for consulting services to configure Accela’s electronic document repository to use OnBase in order to consolidate permit-related documentation. In addition to centralizing Accela document storage and access within OnBase, Neko will also develop the document taxonomy (eg. indexing information, document types and their associated keywords) using a document inventory matrix for Accela Automation integration. OnBase’s use of keyword mapping will efficiently organize Accela documents, making them easier to find. Currently, electronic documents scanned into Accela are only available to Accela users. By configuring Accela’s electronic document repository to use OnBase, the County will gain the capability to upload and securely retrieve all documents thru OnBase, Accela, and other Accela interfaces. OnBase will also mitigate uncontrolled and unsecured document access, accidental removal of documents, and will ensure that Accela related documents are appropriately available throughout the enterprise. Furthermore, completion of this project will decrease the siloing of document storage and distribution between subdivisions.

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 configure and integrate the Accela connection with OnBase.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Helene Franchi