



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
November 1, 2022

TOPIC: First Amendment to Scanning, Digitizing, and Indexing Services Agreement with ARC Document Solutions, Inc.

AGENDA TITLE:

Approve the First Amendment to the Agreement for Scanning, Digitizing, and Indexing Services with ARC Document Solutions, Inc. in an Amount Not to exceed \$80,000 (General Fund and Non-General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute the First Amendment to increase the aggregate contract authority by \$80,000 with ARC Document Solutions, Inc. for digitization of City employee personnel files, from November 1, 2022 through October 19, 2024, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

Staff recommends approval of the First Amendment to the Agreement with ARC Documentation Services for scanning and indexing of departmental files within the Human Resources Department in accordance with the City of Santa Ana's Records Retention Schedule. The City currently has an existing contract with ARC Document Solutions through the Planning and Building Department. ARC Document Solutions provides scanning, digitizing, and indexing services, and the City Council approved the agreement, in addition to two other vendors, on October 20, 2020 (Exhibit 1) as a result of a Request for Proposals (RFP) process.

The Human Resources Department intends to transition departmental processes to be technology based and paperless where possible. Currently, active and separated City employee personnel files are housed in numerous paper files within the Human Resources Department, and the number of files continues to increase. As required by the City's Records Retention Schedule, the Department must retain certain Personnel-related documents several years beyond the employees' separation from City service, which continues to compound the file storage.

By leveraging technology and providing an electronic document management system, staff time will be more efficiently utilized to store and retrieve information as well as provide a protected storage and access solution. Due to the sensitive nature of the file

contents, offsite storage creates a significant security liability in the access and retrieval of such documents.

The total amount to be expended during the term of this Agreement for services provided for the Human Resources Department, shall not exceed \$80,000.00 (consisting of \$61,380 for base services and a contingency of \$18,620).

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

Funds are budgeted and available in the following accounts for the current fiscal year.

Accounting Unit-Account No.	Fund Description	Accounting Unit, Account No. Description	Amount
01109050-62300	General Fund	Human Resource Services, Contract Services-Professional	\$16,000
08109053-62300	Employee Group Insurance	Employee Group Insurance, Contract Services-Professional	\$64,000

EXHIBIT(S)

1. First Amendment to the Agreement for Services Between City of Santa Ana And ARC Document Services

Submitted By: Jason Motsick, Executive Director of Human Resources

Approved By: Kristine Ridge, City Manager