



MEETING OF OCTOBER 3, 2023

TO: Mayor Jordan and City Council
THRU: Susan Norton, Chief of Staff
FROM: Keith Macedo, IT Director
DATE:
SUBJECT: Resolution to approve OMNIA Partners Contract 01-162 to purchase document and records management services from MCCi, LLC

RECOMMENDATION:

Staff recommends approval of a resolution to authorize the purchase of document and records management services, on an as-needed basis, from MCCi, LLC utilizing OMNIA Partners cooperative contract 01-162 through November 30, 2025, and any future renewal periods.

BACKGROUND:

Document and Records Management services were bid through the OMNIA Partners national cooperative purchasing program (U.S. Communities, National IPA, & NCPA are wholly owned subsidiaries of OMNIA Partners). Every OMNIA Partners contract is the result of a formal competitive solicitation conducted by trained, professional procurement officials. MCCi, LLC was awarded OMNIA Partners contract 01-162 on December 8, 2022, to provide document and records management services via RFP 36-22.

DISCUSSION:

Purchasing document and records management services from MCCi, LLC, through the OMNIA Partners contract, gives the City an opportunity to have competitive pricing which is based off a high-volume discount. If the City were to bid such products and services itself, it would not benefit from the shared purchasing power that the OMNIA Partners cooperative contract provides. The city has utilized MCCi, LLC for document and records management service since 2015, which includes the support and licensing of Laserfiche document management software and have been happy with their performance.

BUDGET/STAFF IMPACT:

Approving OMNIA Partners Contract 01-162 will allow the city to purchase document and records management services, including Laserfiche software, from MCCi, LLC on an as needed basis. Funding is available within the Information Technology operational budget and from the Sales Tax Capital CIP budget.

ATTACHMENTS: SRF - Omnia Partners (#3), OMNIA Contract Award to MCCi (#4), OMNIA MCCi Contract (#5)

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