



TO: Jim Scholl, City Manager

FROM: Patti Mclauchlin, Information Technology Director

DATE: 3/29/2016

SUBJECT: Back File Scanning

ACTION:

The City of Key West City Commission is respectfully requested to approve the purchase of back file scanning services to Advanced Processing Imaging, INC, in the amount not to exceed \$47,726.32, Pursuant to Section 2-797(4) (b), Exemptions, Best Interest of the City, a waiver of formal bid procedures as required by Section 2-771(3) (b) of the city code is requested. This request is supported by two (2) additional quotes obtained for the back file scanning services.

BACKGROUND:

The City of Key West purchased a Document Imaging Software with Advanced Processing Imaging, Inc. in 2013(See attached Resolution # 13-079). API is the developer of the document management software called "OptiView". City departments utilize OptiView to scan, store and retrieve documents. This software integrates with our current Building, Planning and Code software applications and will integrate with the city's new One Solution software applications.

By having API do the back file scanning it ensures that the files are scanned in the correct format, indexed properly, and stored in the proper tab & category in OptiView. Thus allowing for all departments to access files within the OptiView software.

If a third party vendor is selected for scanning services, the city must consider the following:

1. Purchasing an additional software module and professional services from API to help integrate the data into OptiView, thus an additional unbudgeted expense of \$6,250.00 and
2. Scanning the files in a PDF format and not integrate the files into OptiView, thus having the files located on a network drive with no integration to the current Building, Planning and Code software applications. (SunGard software). This process would be extremely cumbersome and slow.
3. Other quotes received did not meet the scanning imaging standard of 300 dpi.

PURPOSE AND JUSTIFICATION

City Hall currently has hundreds of file boxes in various areas throughout city hall. The current back log of files consists of several departments files. The files have not met the State of Florida Records Retention schedule, thus must be kept until such time. Documents in boxes are taking up hallway space which cumulatively have increased overtime. Having staff search through boxes for information is time consuming, cumbersome, and not an efficient way to retrieve documents.

City staff is preparing to move to the Josephine Parker City Hall (Historic Glynn R. Archer School) within a few months and there is not allocated space for hundreds of file boxes. Allowing the boxes of files to be scanned into the current OptiView software allows for easy access, retrieval and all files are stored in a secured environment.

Monies were allocated in Phase 1 of the project to allow for back scanning, with a remaining balance of \$47,726.32.

QUOTES

API -	\$41,819.50
Docufree	\$63,690.00
ProviderFlow	Unresponsive

FINANCIAL IMPACT:

Monies were budgeted in the FY14-15 budget for back file scanning.
The scanning project is funded by account number 001-1202-512-5200.

RECOMMENDATION:

Staff recommends that the City of Key West purchase the back file scanning services with Advanced Processing Imaging, INC. not to exceed \$47,726.32 in order to cover unforeseen circumstances, such as more letter or legal pages, roll and folded plan sheets than what was estimated in quote.