

## Executive Summary

**To:** Mayor & Commissioners

**cc:** Jim Scholl, City Manager

**From:** Cheri Smith, City Clerk

**Date:** September 28, 2015

**Re:** SML, INC.

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### **Project Issue:**

The City of Key West has records stored at a professional facility, Certified Records Management (CRM) in Tampa. Due to unforeseen circumstances by the City Clerk's Office, records were sent to CRM in an unprofessional manner with no indexing together with records that should have never been sent. Therefore, a highly professional and technical company needs to perform the duties of identifying records eligible for destruction and indexing records for identification so that the City of Key West may rectify the error and come into compliance with the State of Florida's standards of records management. There are approximately 2357 boxes stored at CRM. This was originally intended to be a three year project in three Phases. Phase I was completed last fiscal year. Staff has determined that this can be accomplished in two phases with a very diligent effort, and complete this fiscal year. The City has implemented a new imaging system working towards the elimination of the need for a storage facility eventually.

This request is Sole Source pursuant to City of Key West Code of Ordinances Sec. 2-797. SML, Inc. are the most knowledgeable in their profession. Steve M. Lewis is President and CEO of SML, Inc.(resume attached). Mr. Lewis has 40 years of experience at nearly every size and type of government agency and he was a Records Management Analyst for the State of Florida. Mr. Lewis wrote the current and prior City's Records Management Plan. Further, the staff at SML, Inc. is now intimately familiar with the project and the particular record systems of the City having completed Phase I last year to our complete satisfaction. I believe it is in the best interest of the City to hire SML Inc. on a sole source basis.

Financial Impact: \$112,000.00

Funds are in the Clerk's budget FY15/16.

Recommendation: Approval