

RESOLUTION NO. 66-2006

Adopted May 16, 2006

**AUTHORIZING A PERSONAL SERVICES CONTRACT WITH
IMAGE ACCESS WEST, INC., A CALIFORNIA CORPORATION, TO
PROVIDE THE AGENCY WITH ELECTRONIC DOCUMENT MANAGEMENT
AND IMAGING SYSTEM SERVICES FOR A TERM OF ONE YEAR IN AN
AMOUNT NOT TO EXCEED \$60,000**

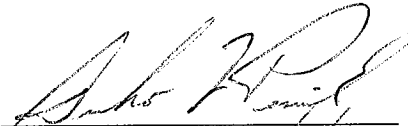
BASIS FOR RESOLUTION

1. The Redevelopment Agency of the City and County of San Francisco ("Agency") currently uses a combination of paper and microfiche methods for records management. It is time consuming and labor intensive in addition to requiring considerable space for storage of paper documents.
2. To reduce inefficiencies and increase staff productivity, the Agency sought to acquire an Electronic Document Management and Imaging System ("EDMIS") that would replace the existing microfiche system.
3. Staff conducted a Request for Proposals ("RFP") process and selected Image Access West out of four respondents for its public sector experience, good customer service and low total contract cost.
4. The cost to the Agency will not exceed \$60,000 and funds are available from the current fiscal year 2005-06 budget.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Executive Director is authorized to enter into a personal services contract with Image Access West, Inc., a California corporation, to provide the Agency with Electronic Document Management and Imaging System Services for a term of one year in a total amount not to exceed \$60,000, substantially in the form lodged with the Agency General Counsel.

APPROVED AS TO FORM:


James B. Morales 5/11/06
Agency General Counsel