



Napa County

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Legislation Text

File #: 22-1712, **Version:** 1

TO: Board of Supervisors
FROM: Jon Gjestvang, Chief Information Officer - Information Technology Services
REPORT BY: Elena Guzman, Staff Services Analyst
SUBJECT: Agreement No. 230098B with Naviant, Inc. for Consulting Services

RECOMMENDATION

Chief Information Officer requests the approval of and authorization for the Chair to sign Agreement No. 230098B and Master Terms and Conditions with Naviant, Inc., for a maximum of \$7,760 for the term of September 13, 2022, through June 30, 2023, to complete Phase 1 research in determining number of documents affected by file type error.

EXECUTIVE SUMMARY

Naviant, Inc. previously known as Neko Industries, Inc. has provided maintenance and support of the County's Electronic Data Management System (EDMS) since 2003. ITS has entered into multiple agreements with

Neko in order to provide electronic database consolidation and migration services for both Planning, Building, and Environmental Services (approved September 11, 2018) and the Sheriff's department (approved February 5, 2019). On June 9, 2020, an agreement was approved to provide consulting services to configure Accela's electronic document repository to use OnBase to consolidate permit-related documentation, which was amended September 15, 2020, to extend the term of agreement.

Based on the total cost of work performed by Naviant, Inc., Napa County purchasing policy requires board approval.

Today's requested action will allow ITS to enter into Agreement No. 230098B with Naviant, Inc. for a maximum of \$7,760 for the term of September 13, 2022, through June 30, 2023, for consulting services to conduct research in determining number of documents affected by a file type issue in OnBase.

Naviant Inc. is not a local vendor.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funding for this service will be provided by Planning Building and Environmental Services (PBES).
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	This Agreement will allow ITS to utilize Naviant's specialized consulting services to conduct research in assessing how many documents were affected by the incorrect file type.
Is the general fund affected?	No
Future fiscal impact:	There is no fiscal impact beyond the current fiscal year.
Consequences if not approved:	If not approved, Planning, Building and Environmental Services' staff will be unable to view previous documents that were saved with an incorrect file type.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State of CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Naviant Inc. (formerly known as Neko) is a systems integration organization focusing on Electronic Data Management Systems (EDMS) through various solutions, including the OnBase System. Neko has provided maintenance and support for the County's EDMS since 2003. At inception, Planning, Building, and Environmental Services (PBES), Sheriff's Office, and Human Resources (HR) were the first County departments to begin storing documents electronically. The EDMS is now utilized County-wide, including integrations into PeopleSoft Financials applications, Accela Automation, and the Records Center digitization project.

ITS, over the last two years, entered into Agreement 190113B in October 2018 for \$8,400 and Agreement 190227B in February 2019 for \$8,500 in order to provide electronic database consolidation and migration services for PBES and the Sheriff's Office respectively. On June 4, 2019, Amendment No. 1 for Agreement 190113B was approved to extend the term of the agreement through September 2019.

In August 2019, ITS entered into Agreement 200086B for \$61,828 to replace, install, and configure the County's replicated Assureon archive capacity server and software.

In December 2019, ITS entered into Agreement 200213B for \$5,985 in order to upgrade and sync the County's Electronic Document Management System (EDMS) to the newest operating version.

In June 2020, ITS entered into Agreement 200373B for \$12,250 to provide consulting services to configure Accela's electronic document repository to use OnBase in order to consolidate permit-related documentation. In September 2020, ITS amended Agreement 200373B to extend the agreement's term date from September 30, 2020 to June 30, 2021, with no change to the contract maximum.

Since the vendor is the County's document management system supplier, Neko has been sole sourced for OnBase software maintenance, merging or moving documents in batches, and rolling out new features. In several cases when equipment was needed to support the document management system, the vendor has provided lower quotes for hardware than the nearest competition. Based on the total cost of work performed by Naviant, Inc., (formerly known as Neko), Napa County purchasing policy requires board approval.

Today's requested action will allow ITS to enter into Agreement No. 230098B with Naviant, Inc. for a

maximum of \$7,760 for the term of September 13, 2022 through June 30, 2023, for Naviant, Inc. to perform Phase 1 of their Statement of Work in order to review OnBase and Disk Group data and determine the total number of documents that have been affected by the incorrect file format. Once the research has been completed Naviant, Inc. will provide a quote for Phase 2 if it is concluded there are too many files that cannot be fixed internally and it is determined Naviant's specialized services will be required for their approach in resolution.

Naviant, Inc., is located in Verona, Wisconsin, and is not a local vendor. However, the company has extensive experience in systems, and document and records management solutions.