

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of May 14, 2013**

**ITEM TITLE:**

Approval to issue a one (1) year contract to Perceptive Software for the implementation and support of the District's electronic content management system in the amount of \$548,696.00.

**SPECIFIC BOARD ACTION REQUESTED:**

Authorization and approval to use Perceptive Software of Shawnee Kansas to install the District's Electronic Content Management System and provide technical support for a period of one year (1), in the amount of \$495,680 for the installation and \$53,016 for the annual support and maintenance, for a combined total of \$548,696.00.

**ITEM SUMMARY:**

Project 3.2 of the District's Information Technology Strategy, Document Management, calls for the acquisition and adoption of a document management platform to increase efficiency of operations and reduce operating costs. A formal Request for Proposals (RFP 11-12/25) was conducted for Electronic Content Management Services. Nine firms attended the pre-proposal meeting, and six responded to the RFP. A panel was convened to evaluate the proposals based on: their submitted responses to bidder qualifications/experience; company and project team qualifications/approach; ability to meet the general, functional and technical system requirements; and costs. After detailed analysis and review, Perceptive Software, Inc was the highest ranking responsive vendor. The average scores are summarized below:

<b>Vendors</b>	<b>Average Score</b>
Hyland Software	300
Perceptive Software	283
RS Computer Associates	255
LaserFiche	245
ImageSource	180
Ricoh	68

Hyland Software's proposal was deemed non-responsive and as a result they were removed from further participation in the process.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Measure E funds as currently budgeted for as part of the District's IT Strategy.

**BACKGROUND/ANALYSIS:**

Document management, often referred to as Electronic Content Management, is the use of a computer system and software to store, manage and track documents and electronic images of paper based information captured through the use of a document scanner. This "Priority A" project was identified by the Ad Hoc committee who assisted in crafting the IT Strategy due to the efficiency and economic benefits provided. It is anticipated that this new platform will be used to reduce cost and increase efficiency in many areas including bond program documentation, purchasing, student transcript management, Accounts Payable, and other areas that must manage a high volume of non-standard documents or where documents have a combination of electronic and manual notation. Cost reduction and efficiency occur from reduced storage space requirement, reduced labor from automated filing and recovery, and reduce lost or non-recoverable documents.

A formal Request for Proposals (RFP 11-12/25) was conducted for Electronic Content Management Services. Hyland Software, Inc of Westlake Ohio was the bidder that best met the evaluation criteria and had the highest average score. However, Hyland Software was deemed "non-responsive" for failure to meet the requirements in section 4 of the RFP (Pricing Proposal), whereas, the section specifically stated that the vendor provide pricing based on the number of estimated users from years 1-5. The bidder's written submission in response to section 4 indicated that the "Enterprise Client Licensing is based upon current published Full Time Enrollment FTE of 5200 ....." did not comply with the District's request for pricing based on the estimated number of users not the Enrollment of FTE's. Correspondence was forwarded to Hyland Software on October 25, 2012 informing the bidder of its failure to meet the bid criteria and the bid was deemed "non-responsive". After further review, the panel determined that Ricoh of Contra Costa County's pricing was beyond the scope of the District's budget in that the bidder provided a quote of \$2,251,351.00. Perceptive Software of Shawnee Kansas had the second highest ranking and via correspondence was invited to participate in the demonstration phase of the project along with RS Computers of Newark California and LaserFiche of Long Beach California were also invited.

Of the three bidders, Perceptive Software of Shawnee Kansas met the criteria as established in their bid response, demonstration, concurrent licenses and costs. LaserFiche of Long Beach California was relatively responsible in its response and demonstration. However, the price quoted was based on a number of named license users rather than current users in the amount of \$620,170.00. Additionally, RS Computers of Newark California initially demonstrated a reasonable response in its submittal, but the bidder's quote was also based on named license users in the amount of \$597,642.00. Whereby, Perceptive Software of Shawnee Kansas was the only responsive bidder whose submittal based on product and costs, best serves the interest of the District.

**DELIVERABLES AND SCOPE OF WORK:**

Installation, configuration, and training of Perceptive's document imaging software platform. Includes one year of scheduled maintenance and technical support.

**ANTICIPATED COMPLETION DATE:**

October 31, 2013.

**ALTERNATIVES/OPTIONS:**

N/A.

**EVALUATION AND RECOMMENDED ACTION:**

Recommend approval to issue a one year (1) contract to Perceptive Software of Shawnee Kansas in the amount of \$548,696.00

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES     X                        NO                     

**COMMENTS: NONE**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? RON GERHARD**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: *Ronald Gerhard*  
Ron Gerhard, Chief Financial Officer

Date: 4/30/13

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: *Ronald Gerhard*  
Ron Gerhard, Chief Financial Officer

Date: 4/30/13

**FINANCE DEPARTMENT REVIEW**

Finance review required                       Finance review *not* required

If Finance review is required, determination is:     Approved     Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: *Ronald Gerhard*  
Ron Gerhard, Chief Financial Officer

Date: 4/30/13

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required                       Legal review *not* required

If Legal review is required, determination is:     Approved     Not Approved

Signature: *Thuy T. Nguyen*  
Thuy T. Nguyen, General Counsel

Date: 5-10-13

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda                       Not Approved, but Place on Agenda

Signature: *José M. Ortiz*  
José M. Ortiz, Chancellor

Date: 5-7-13