

Legislation Text

File #: BILL NO. 16-215, **Version:** 1

AN ORDINANCE APPROVING MODIFICATION NO. 1 TO RFP NO. 2015-107 TO PROVIDE FOR PHASE 2, RECORDS CONSULTING SERVICES, WITH MCCi, LCC, IN AN AMOUNT NOT TO EXCEED \$23,750.00 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MCCi, LLC, ON BEHALF OF THE CITY.

Proposed Committee Motion:

I MOVE TO RECOMMEND TO THE CITY COUNCIL ADOPTION OF AN ORDINANCE APPROVING MODIFICATION NO. 1 TO RFP NO. 2015-107 TO PROVIDE FOR PHASE 2, RECORDS CONSULTING SERVICES, WITH MCCi, LCC, IN AN AMOUNT NOT TO EXCEED \$23,750.00 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MCCi, LLC, ON BEHALF OF THE CITY.

Key Issues:

Modification No. 1 provides for assistance from MCCi's Certified Records Manager (CRM) to City departments in developing departmental records management policies and procedures. The CRM will be working with members of the Records Review Board, which is comprised of representatives from each department. This process is scheduled to be completed no later than April of 2017.

Background:

In January of 2015, the City Manager presented to the Council his intent for a Records Management Audit, the first step in providing more unified records management practices throughout the organization. Following the RFP process, the City awarded the agreement to MCCi, LLC by Ordinance No. 7727, approved by the City Council on October 15, 2015. The audit was conducted, a report was provided and MCCi made a presentation to the City Council on February 4, 2016.

In January of 2016, the City Manager informed the Council that Phase 2 of the Audit will provide further records management services from MCCi. Modification No. 1 to the original RFP with MCCi, LLC, outlines the additional services to be provided and is attached to this packet form.

Presenter: Denise Chisum

Recommendation: STAFF RECOMMENDS APPROVAL OF AN ORDINANCE APPROVING MODIFICATION NO. 1 TO RFP NO. 2015-107 TO PROVIDE FOR PHASE 2, RECORDS CONSULTING SERVICES, WITH MCCi, LCC, IN AN AMOUNT NOT TO EXCEED \$23,750.00 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MCCi, LLC, ON BEHALF OF THE CITY.