

Business Item

Management Committee



Committee Meeting Date: January 10, 2024.

For the Metropolitan Council: January 24, 2024

Business Item: 2024-17

Document Scanning Services, Contract 23P040

District(s), Member(s):	All
Policy/Legal Reference:	FM 14-2 – Expenditures for the Procurement of Goods, Services, and Real Estate Policy
Staff Prepared/Presented:	Scott Larson, Director, Enterprise Content Management, 651-602-1227
Division/Department:	Regional Administration/Enterprise Content Management

Proposed Action

That the Metropolitan Council authorize the Regional Administrator to award and execute contract 23P040 with Tab Products Co. LLC, to provide document scanning services in an amount not to exceed \$582,940.

Background

For several years, ECM employed 5 administrative staff to provide document scanning services for Council departments. During the pandemic, most of those staff retired and their PCNs were reclassified to meet needs in other parts of ECM. Currently, there are one full-time and one part-time administrative staff member remaining who provide these services.

In late 2022, ECM initiated a project to address the inventory of physical records being kept at Iron Mountain, our offsite storage vendor. When scoping the project, it was determined that, without actively managing the inventory, the costs would continue to climb. ECM collaborated with Council stakeholders who have records at Iron Mountain to review their inventories and dispose of records with no further business value, based on state-approved records retention schedules. To date, the Council's inventory has dropped from over 17,000 boxes of records to just under 8,000- over a 50% savings in storage costs. The remaining boxes will require more time to review and all records that are permanent or have a retention period greater than 10 years will be scanned and imported into the Council's electronic content management system, AppEnhancer.

The Request for Proposals was advertised on July 19, 2023. A pre-proposal meeting was hosted by Council staff that outlined the solicitation requirements, discussed project specifications, and responded to plan holder inquiries. There were fifteen registered plan holders, one plan room and five plan holders identified as minority, woman, veteran, small or disadvantaged business enterprises. The Council received eight proposals to be evaluated for the consideration of award and used the quality, qualifications, experience, and price as the criteria for evaluation. The evaluation panel reached consensus that the proposal submitted by Tab Products Co., LLC is the most advantageous to the Council, and recommend for award.

Rationale

The execution of a professional service contract exceeding \$500,000 requires Council approval.

Thrive Lens Analysis

This action will further advance the Thrive Outcomes of Stewardship and Prosperity and aligns with the Thrive MSP 2040 plan's three principles of Integration, Collaboration, and Accountability.

Digitized documents will no longer require monthly storage fees and expensive service costs at offsite storage warehouses. By shifting from physical to digital records, the Council can increase its return on investment in existing cloud storage space. Partnering with an MCUB vendor highlights our commitment to investing in local, underutilized businesses to promote prosperity in the region.

Once in a digital format, records can be accessed quickly by staff from any location for Collaboration, Integration into other line of business systems, and more efficiently managed by staff. Instant access to digital records will help improve response times when responding to public data requests, which increases our Accountability.

Funding

A supplemental budget request was submitted and approved in March 2023, to provide funding for this contract in ECM's Contracted Services budget for 2024-2026.

Small Business Inclusion

The Office of Equity and Equal Opportunity (OEEO) set a Metropolitan Council Underutilized Businesses (MCUB) goal of two percent. OEEO determined that Tab Products Co., LLC, has met the MCUB requirements of this contract.

