



AGENDA MEMORANDUM

Action Item for the City Council Meeting March 26, 2024

DATE: March 26, 2024

TO: Peter Zanoni, City Manager

FROM: Peter Collins, Chief Information Officer of Information Technology
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Document Imaging of Vital Records

CAPTION:

Motion authorizing execution of a one-year co-op agreement with MCCi, LLC, of Tallahassee, Florida, through the BuyBoard Cooperative, for document imaging of vital records in an amount not to exceed \$200,000.00, of which approximately \$53,000.00 is included as an allowance for additional imaging, with FY 2024 funds from the General Fund.

SUMMARY:

The purpose of this item is to approve a co-op agreement for a document imaging project for the Vital Records division of the City Secretary's Office.

BACKGROUND AND FINDINGS:

The Vital Records division of the City Secretary's Office issues birth and death certificates for the city and Nueces County. Because of the aging condition of these vital documents, it is necessary to digitize records dating from 2006-2022 to retain and preserve these permanent records. These documents are at risk of being destroyed, lost, or damaged by natural or man-made exposures. Additionally, it will be more efficient for staff to search and to provide these records in an electronic format. There are an estimated 218,000 records that need to be digitized.

PROCUREMENT DETAIL:

This procurement is being facilitated through the BuyBoard Cooperative. Contracts awarded through the BuyBoard Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements.

Cooperative	Published Discount Rate
BuyBoard - Vendor #1	10%
MCCi (BuyBoard) - Vendor #2	5% + additional 15% = 20%

ALTERNATIVES:

No alternatives.

FISCAL IMPACT:

The fiscal impact for the General Fund in FY 2024 is \$146,912.82.

FUNDING DETAIL:

Fund: 1020 General Fund
Organization/Activity: 12631 Vital Statistics
Mission Element: 42 City Secretary
Project # (CIP Only):
Account: 530000 Professional Services

RECOMMENDATION:

Staff recommends approval of this motion.

LIST OF SUPPORTING DOCUMENTS:

Co-op Purchase Agreement
Price Sheet