

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

*Macaulay*  
City Attorney

2014 JUL 10 PM 2:48

RESOLUTION No. 85131 C.M.S.

Introduced by Councilmember \_\_\_\_\_

## RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO:

1) EXTEND THE CONTRACT WITH GRM INFORMATION MANAGEMENT SERVICES FOR RECORDS AND INFORMATION MANAGEMENT SERVICES ON A MONTH TO MONTH BASIS UNTIL EXECUTION OF A NEW CONTRACT AND THE CITY'S RECORDS INVENTORY IS TRANSFERRED TO THE NEW RECORDS MANAGEMENT CONTRACTOR FOR A PERIOD NO LATER THAN MARCH 31, 2015 IN AN AMOUNT NOT TO EXCEED \$162,500.00; AND

2) WAIVE THE ADVERTISING AND REQUEST FOR PROPOSALS/QUALIFICATIONS (RFP/Q) PROCESS FOR THE AGREEMENT EXTENSION WITH CURRENT CONTRACTOR GRM INFORMATION MANAGEMENT SERVICES; AND

3) PROCEED WITH CONTRACT NEGOTIATIONS AND RETURN TO COUNCIL WITHIN 90 DAYS TO AWARD CONTRACT FOR RECORDS AND INFORMATION MANAGEMENT SERVICES

**WHEREAS**, the City of Oakland recognizes established record keeping guidelines set forth in both federal and state law to ensure a records management program that is cost effective, preserves vital and historical City records, and guarantees its citizens and staff access to public records of the City; and

**WHEREAS**, the Records Management Division in the Office of the City Clerk is responsible for the City-wide Records and Information Management Program; and

**WHEREAS**, City Council passed Resolution 83955 C.M.S. on July 3, 2012, directing the Office of the City Clerk to prepare and issue competitive bidding for records management services; and

**WHEREAS**, the City lacks staff, systems and facilities to provide and maintain in-house records storage and management services; and

**WHEREAS**, continuing to outsource this facet of the City-wide Records and Information Management Program to a commercial records contractor will reduce administrative costs, improve efficiency and productivity, and broaden controls to obtain compliance with local and state law; and

**WHEREAS**, the Office of the City Clerk conducted a competitive bid process with the assistance of Contracts Compliance Department, including both internal and external panel reviews and recommendations; and

**WHEREAS**, the current contractor, GRM Information Management Services was unsuccessful in the competitive bidding process, but will continue to provide services until all of the City's records inventory is transferred to the new vendor by March 31, 2015; and

**WHEREAS**, Oakland Municipal Code (OMC) section 2.04.051.A requires the City Administrator to conduct an RFP/Q process for professional services contracts in excess of \$25,000 and OMC section 2.04.051.B allows Council to waive the RFP/Q requirements upon a finding by the Council that it is in the best interest of the City to do so; and

**WHEREAS**, City staff recommends waiving the RFP/Q requirements for this contract extension so that GRM can transition the City's current records inventory to the newly selected contractor and so that the City can continue to maintain access to records and comply with local, state and federal requirements for providing access to city documents; and

**WHEREAS**, the City Council has authorized the City Administrator to enter into contracts for professional or specialized services if the mandates of Oakland City Charter Section 902(e) have been met and the City Administrator has determined that this contract is of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; now, therefore be it

**RESOLVED**: That the City Council hereby authorizes the City Administrator or his designee to extend the contract with GRM Information Management Services for storage and records management services up to and through the transition of the City's records inventory to the new contractor for a period not later than March 31, 2015 in an amount not to exceed \$162,500.00; and be it

**FURTHER RESOLVED**: That the primary funding source is the General Fund (1010), Organizational Code (03121) and Account Codes (53219 and 54919); and be it

**FURTHER RESOLVED**: That the City Council finds and determines based on the above determinations of the City Administrator, that the goods and services provided pursuant to the proposed agreement are of a professional, scientific, or technical nature and nature, and shall not result in a loss of employment or salary by any person having permanent status in the competitive service process; and be it

**FURTHER RESOLVED**: That pursuant to OMC 2.04.051.B. and for the reasons stated above and in the City Administrator's report accompanying this item, the City Council finds that it is in the best interests of the City to waive the Request for Proposals/Qualifications (RFP/Q) requirements for this contract extension and so waives the requirements; and be it

**FURTHER RESOLVED**: That the contract extension shall be reviewed and approved by the City Attorney's Office for form and legality prior to execution, and a copy shall be placed on file with the City Clerk; and be it

JUL 29 2014

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

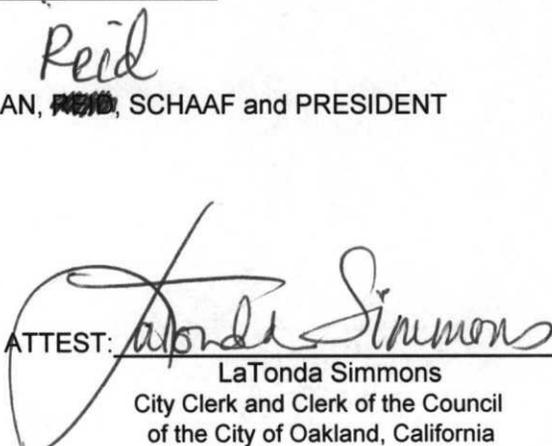
**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, ~~REID~~, SCHAAF and PRESIDENT KERNIGHAN - 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST: 

LaTonda Simmons

City Clerk and Clerk of the Council  
of the City of Oakland, California