

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. 170221-017

WHEREAS, The SFMTA seeks to hire the services of a contractor to convert paper-based document formats into searchable digital images and provide SFMTA with the means to digitize records that the Agency creates in the future; and,

WHEREAS, The SFMTA issued a Request for Proposals (RFP) on June 14, 2016 and although two vendors submitted proposals, SFMTA's Contract Procurement Office determined that KnowledgeLake Inc., was the only responsive and responsible proposer; and,

WHEREAS, The Contract Compliance Office reviewed the bid proposals and determined that KnowledgeLake Inc., has made a commitment to achieve the Local Business Enterprise (LBE) participation goal of 20% established for this contract; and,

WHEREAS, Contractor will assist the SFMTA in implementing an electronic document management system and imaging services to facilitate SFMTA's goal of reducing paper consumption and to convert paper-based document formats into digital images that are easily storable, searchable and retrievable for viewing and printing, either in part or in the document's entirety; and,

WHEREAS, Contractor will assist the SFMTA in determining the preferred scanning methodology that supports SFMTA business processes and needs, and assist SFMTA in alleviating work space limitations by reducing the amount of paper boxes in storage rooms and other areas that could be used for employee work space; and,

WHEREAS, The Agreement will enable SFMTA to have electronic access to documents only currently available in paper format, enhance SFMTA's ability to respond to public records requests by saving valuable staff time searching for responsive documents; and facilitate SFMTA's compliance with the Agency's Record Retention Policy for all scanned documents by alerting document owners when the retention period for a particular document is coming to end; and,

WHEREAS, Approval of the agreement would mitigate concerns that both the public and staff have had over the years in making responses to voluminous public information requests more efficient and timely; and

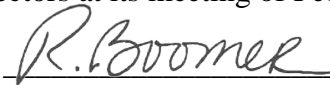
WHEREAS, Funding for the agreement has been included in the SFMTA Board's approved two-year budget for FY2017 and FY2018.; and,

WHEREAS, On October 19, 2016, the SFMTA, under authority delegated by the Planning Department, determined that the Digital Document Management System is not defined as a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Director of Transportation to execute Contract No. SFMTA 2016-82, Software License and Maintenance Agreement, with KnowledgeLake Inc., for a digital document management system in an amount not to exceed \$3,388,350 for a two-year term ending January 31, 2019, with two options to extend the Agreement for up to one year each for a total of up to two additional years, to be exercised in the sole discretion of the Director of Transportation or his/her designee.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of February 21, 2017.



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Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

