



**MEMORANDUM**  
**ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
County of Placer

TO: Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Countywide Document Storage Software Migration – NEKO Industries

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**ACTION REQUESTED**

Approve the award of contracts to NEKO Industries of Roseville, CA using a competitively negotiated agreement with the County of Sonoma, CA to purchase licenses, annual support and implementation services to migrate to the new Enterprise Content Management (ECM) software system, OnBase, in an amount not to exceed \$455,523.

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

The Department of Administrative Services, Information Technology Division (IT), Sheriff's Office and the Department of Health and Human Services all utilize a SIRE document imaging system and have since 2007. The document imaging system is used as the official record of retention by County departments for records ranging from vendor invoices, personnel files, building permits, client data, and inmate and court documents.

In 2012, SIRE was acquired by Hyland Software Inc. (Hyland) and in 2014, Hyland announced that they would discontinue SIRE product development and support in the near future. Hyland initiated discussions with Placer County regarding an upgrade and migration strategy from the existing SIRE system to Hyland's Enterprise Content Management product, OnBase. Migration services are provided to agencies through Hyland's authorized distributor network.

NEKO Industries, an authorized distributor of the OnBase system provided Placer County with a proposal to transition the County's records from the legacy SIRE system to the OnBase system. Their proposal includes the required user licenses, migration and implementation services and meets the County's current and future requirements.

The NEKO Industries' quote is based on pricing available from County of Sonoma, CA competitive RFP. The Purchasing Policy Manual Section 1.3(e)(3) allows the purchase of goods or services from vendors who hold competitively awarded agreements with other public agencies, without further competitive bidding by Placer County. County of Sonoma, CA agreement meets this criterion.

Therefore, in order to proceed with the necessary contracts to transition from SIRE systems to Hyland's Enterprise Content Management product, OnBase, your Board's approval is required.

**FISCAL IMPACT**

Funding for these purchases are included in the respective departments' FY 2016-17 Final Budget.

cc: Jarrett Thiessen, Deputy Director of Information Technology  
Mark Giacomini, Administrative Services Manager  
Rebecca Mellott, Client Services Program Director

