

# Broward County



## Legislation Text

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File #: 21-848, Version: 1

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### **Broward County Commission Regular Meeting**

**Director's Name:** George Tablack

**Department:** Finance & Administrative Services

**Division:** Enterprise Technology Services

### **Information**

#### **Requested Action**

**MOTION TO APPROVE** Request for Proposals (RFP) No. TEC2122283P1, Consulting Services for Enterprise Content Management (ECM) Needs Assessment Services, for the Enterprise Technology Services Division.

#### **Why Action is Necessary**

In accordance with Broward County Procurement Code, Section 21.33, Issuance of Competitive Solicitations, Board approval is required prior to advertisement of RFPs, RLIs, and RFQs with an anticipated total value of more than \$500,000.

#### **What Action Accomplishes**

Approves a Request for Proposals solicitation for Consulting Services for ECM Needs Assessment Services.

#### **Is this Action Goal Related**

No

#### **Previous Action Taken**

None.

#### **Summary Explanation/Background**

THE FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT AND THE ENTERPRISE TECHNOLOGY SERVICES DIVISION RECOMMEND APPROVAL OF THE ABOVE MOTION.

The Office of Economic and Small Business Development (OESBD) did not assign a County Business Enterprise (CBE) goal for this procurement because there is no work related to the contract that can be performed by a CBE (Exhibit 2). Pursuant to Sec. 1-81.3.(a), Broward County Business Opportunity Act of 2012, as amended, Board approval is required to approve no CBE goal. The OESBD determined that this project is not subject to the Broward County Workforce Investment Program (Exhibit 2).

The purpose of this solicitation is to seek consulting services to perform a County-wide needs assessment of all key functional domains related to content management within all 60 County agencies, including Aviation, Port and Parks. The consultant will perform data collection, analysis of operations processes and workflows, determine best practice recommendations, develop enterprise-

wide content management requirements, and assist with the drafting of a future RFP solicitation for the procurement of a turnkey, County-wide Enterprise Content Management (ECM) solution and its implementation (Exhibit 1).

The desired ECM system will provide the foundational framework for a centralized approach and repository to eliminate data silos and provide the capability to integrate with third-party applications. The system will deliver process efficiencies, via workflow improvements and minimize rework efforts, and significant cost savings via the reduced physical storage space requirement since documents will be stored online. County agencies have been accumulating and generating electronic documents and information for many years without a consistent filing system or approach to retention, retrieval, and disposition to meet the requirements set forth in the State of Florida Department of General Records Schedules. Government agencies are also facing increased pressure and demand for more open and transparent government and meeting the requirements for disclosure in support of Chapter 119, Section 1 of the Florida Statutes.

The awarded vendor for this contract must have broad and deep experience and capacity with ECM systems to be potentially considered by the County for use in its over 60 different agencies. The awarded vendor must also have similar experience in the development of associated needs assessment findings and recommendations for design and implementation. The desired timeline for the completion of the consulting services under this RFP is six to nine months.

**Source of Additional Information**

Althea Lewis, Acting Chief Information Officer, Enterprise Technology Services Division, (954) 357-9504

**Fiscal Impact**

**Fiscal Impact/Cost Summary**

There is no fiscal impact.