

DRAFT**RESOLUTION 20xx-xxx**

RESOLUTION WAIVING BOARD OF PORT COMMISSIONERS POLICY NO. 110 AUTHORIZING A PURCHASE ORDER WITH GIMMAL LLC FOR GIMMAL RECORDS MANAGEMENT SOFTWARE LICENSING AND SERVICE AGREEMENT FOR IMPLEMENTATION SERVICES FOR A PILOT PROJECT FROM 06/24/2020 THROUGH 06/30/2021 WITH A MAXIMUM EXPENDITURE AMOUNT OF \$114,551. THIS PILOT PROJECT MAY LEAD TO SIGNIFICANTLY LOWER RECURRING COSTS OF PORT-WIDE RECORDS MANAGEMENT. FUNDS REQUIRED FOR FY20 ARE BUDGETED AND FUNDS REQUIRED FOR FY21 ARE INCLUDED IN THE RECENTLY ADOPTED PRELIMINARY FY21 BUDGET. THIS EXPENDITURE IS CONSIDERED ESSENTIAL.

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

WHEREAS, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials, and equipment, and grants; and

WHEREAS, the District's current enterprise content and records management system is costly (approximately \$170,000 annually) and lacks widespread user adoption; and

WHEREAS, to address these challenges, the District completed a proof of concept to replace the current system with one that leverages a combined solution of 1) Microsoft's SharePoint Online platform and 2) Gimmel's Record Management System; and

WHEREAS, maintaining the current, less desirable system for the next five years will result in an approximate cost of \$850,000; and

WHEREAS, implementing and operating the new proposed system is expected to result in a savings of approximately \$390,000 over the same five-year period; and

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WHEREAS, the proof of concept confirmed the technical capabilities of the Gimmel Record Management System and its ability to integrate with Microsoft SharePoint to fulfill the District's records retention and disposition requirements; and

WHEREAS, due to the success of the proof of concept and the potential significant year-over-year cost reduction, staff recommends waiving BPC Policy No. 110 and authorizing a purchase order and service agreement with Gimmel LLC for a pilot project to help determine whether full implementation is recommended; and

WHEREAS, when added to the cost of proof of concept, these pilot project costs bring the total past the threshold allowed without Board authorization, and therefore, Board approval is being requested in accordance with BPC Policy No. 110.

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified Port District, that Board of Port Commissioners Policy No. 110 is hereby waived and that the Executive Director or her designated representative is hereby authorized to enter into a purchase order with Gimmel LLC for Gimmel Records Management software licensing and enter into a service agreement for implementation services for a pilot project with a maximum expenditure amount of \$114,551.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 23rd day of June 2020, by the following vote: