



Legislation Details (With Text)

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**On agenda:** 5/14/2019    **Final action:** 5/14/2019

**Title:** RESOLUTION AUTHORIZING A SOLE SOURCE PURCHASE ORDER WITH WAVE TECHNOLOGY SOLUTIONS GROUP IN AN AMOUNT NOT TO EXCEED \$300,000 FOR D2/DOCUMENTUM SOFTWARE MAINTENANCE AND SUPPORT SERVICES OVER THE NEXT TWO YEARS, WITH A FIVE-YEAR TOTAL COST OF OWNERSHIP OF \$300,000. FUNDS FOR FY 2019 ARE BUDGETED. FUNDS REQUIRED FOR FUTURE FISCAL YEARS WILL BE BUDGETED IN THE APPROPRIATE FISCAL YEAR, SUBJECT TO BOARD APPROVAL UPON ADOPTION OF EACH FISCAL YEAR'S BUDGET.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 5. 2019-0121 Attachment A, 2. 5. 2019-0121 Attachment B, 3. 5. 2019-0121 Attachment C, 4. 5. 2019-0121 Draft Resolution

Date	Ver.	Action By	Action	Result
5/14/2019	1	Board of Port Commissioners	adopted	

**DATE:** May 14, 2019

**SUBJECT:**

**RESOLUTION AUTHORIZING A SOLE SOURCE PURCHASE ORDER WITH WAVE TECHNOLOGY SOLUTIONS GROUP IN AN AMOUNT NOT TO EXCEED \$300,000 FOR D2/DOCUMENTUM SOFTWARE MAINTENANCE AND SUPPORT SERVICES OVER THE NEXT TWO YEARS, WITH A FIVE-YEAR TOTAL COST OF OWNERSHIP OF \$300,000. FUNDS FOR FY 2019 ARE BUDGETED. FUNDS REQUIRED FOR FUTURE FISCAL YEARS WILL BE BUDGETED IN THE APPROPRIATE FISCAL YEAR, SUBJECT TO BOARD APPROVAL UPON ADOPTION OF EACH FISCAL YEAR'S BUDGET.**

**EXECUTIVE SUMMARY:**

The San Diego Unified Port District relies on Documentum and D2 for providing the primary document repository and associated document management services. All official public records managed by The Office of the District Clerk currently reside in the Documentum repository and are accessed and managed via the D2 user interface.

The District's Information Technology Department is currently working on a project to replace the Document Management System with a solution that is aligned with the District's requirements and IT Strategy. The scope and the magnitude of the volume of data housed in the current Document Management System (D2/Documentum) will require significant time and effort to accomplish the project objectives.

While the project is occurring, it is important to continue the maintenance and support of the existing Document Management platform so that District staff and the public have the necessary access to public records. Thus, staff requests the renewal of the Maintenance and Support Services agreement covering Documentum and D2 over the next two years. Documentum and D2 are proprietary software of OpenText Inc., which currently only offers the needed support and maintenance through its agent, Wave Technology Solutions Group. If OpenText changes its exclusive support and maintenance provider, this agenda authorizes District to procure such through the new provider.

**RECOMMENDATION:**

Adopt a Resolution authorizing a sole source agreement with Wave Technology Solutions Group, in an amount not to exceed \$300,000 for D2/Documentum software maintenance and support services over the next two years, with a five-year total cost of ownership of \$300,000, and authorize staff to procure such services from a different exclusive provider if the software manufacturer designates a different exclusive provider during the term.

**FISCAL IMPACT:**

The District desires to procure software support and maintenance through two successive one-year purchases.

Approval of this item will authorize the total expenditure of \$300,000 over the two-year term of the two one-year agreements for \$150,000.00 each. Funds for the current year are included in the approved FY 18/19 budget. Funds for future years will be included in their respective budget year subject to Board approval.

Cash Requirement Forecast	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Services - Professional & Other	\$ 150,000	150,000	-	-	-
	<b>\$ 300,000</b>	<b>Total Cash Requirement</b>			

**COMPASS STRATEGIC GOALS:**

This agenda item supports the following Strategic Goal(s).

- A Port that the public understands and trusts.
- A thriving and modern maritime seaport.
- A Port that is a safe place to visit, work and play.
- A Port with an innovative and motivated workforce.
- A financially sustainable Port that drives job creation and regional economic vitality.

**DISCUSSION:**

The District relies on Documentum and D2 for providing the primary document repository and associated document management services. All official public records managed by The Office of the District Clerk currently reside in the Documentum repository and are accessed and managed via the D2 user interface.

The District's Information Technology Department is currently working on a project to replace the Document Management System with a solution that is aligned with the District's requirements and IT Strategy. The District's Technical Strategy is to implement a new Document Management and Records Retention System utilizing Microsoft Office 365 as the core technology. The objective of this implementation is to provide an efficient, collaborative and reliable system which meets the needs and requirements of the District and its users, by streamlining document management and records retention operations from document creation to final record approval and long-term retention. The District's records retention requirements will be administered either directly within Office 365, or via a third-party software which integrates with Office 365.

The scope and the magnitude of the volume of data housed in the current Document Management System (D2/Documentum) will require significant time and effort to accomplish the project objectives. The timeline for this project is to have the full Office 365 ecosystem (SharePoint Intranet + Microsoft Teams) implemented by Q4 FY20. All records retention requirements are to be implemented no later than Q2 FY21.

While the project to replace the District's current document management solution is ongoing, it is important to continue the maintenance and support of the existing production Document Management platform. Doing so will ensure that District staff and the public have the necessary access to public records. Thus, staff requests the renewal of the Maintenance and Support Services agreement covering Documentum and D2 over the next two years. Documentum and D2 are proprietary software of OpenText Inc., which currently only offers the needed support and maintenance through its agent, Wave Technology Solutions Group. If OpenText changes its exclusive support and maintenance provider, this agenda authorizes District to procure such through the new provider.

### **General Counsel's Comments:**

The Office of the General Counsel has reviewed and approved this agenda as to form and legality.

### **Environmental Review:**

The proposed Board direction or action, including without limitation, a resolution authorizing an agreement for document management software support services, does not constitute an "approval" or a "project" under the definitions set forth in California Environmental Quality Act (CEQA) Guidelines Sections 15352 and 15378 because no direct or indirect changes to the physical environment would occur. CEQA requires that the District adequately assess the environmental impacts of projects and reasonably foreseeable activities that may result from projects prior to the approval of the same. Any project developed as a result of Board's action that requires the District or the Board's discretionary approval resulting in a physical change to the environment will be analyzed in accordance with CEQA prior to such approval. CEQA review may result in the District, in its sole and absolute discretion, requiring implementation of mitigation measures, adopting an alternative, including without limitation, a "no project alternative" or adopting a Statement of Overriding Consideration, if required. The current Board direction in no way limits the exercise of this discretion. Therefore, no further CEQA review is required.

In addition, the proposed Board direction or action complies with sections 21, 35, and 81 of the Port Act, which allow for the Board to pass resolutions, to do all acts necessary and convenient for the

exercise of its powers, and to use District funds for expenses of conducting the District. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board action is consistent with the Public Trust Doctrine.

The proposed Board direction or action does not allow for “development,” as defined in Section 30106 of the California Coastal Act, or “new development,” pursuant to Section 1.a. of the District’s Coastal Development Permit (CDP) Regulations because they will not result in, without limitation, a physical change, change in use or increase the intensity of uses. Therefore, issuance of a Coastal Development Permit or exclusion is not required. However, development within the District requires processing under the District’s CDP Regulations. Future development, as defined in Section 30106 of the Coastal Act, will remain subject to its own independent review pursuant to the District’s certified CDP Regulations, PMP, and Chapters 3 and 8 of the Coastal Act. The Board’s direction or action in no way limits the exercise of the District’s discretion under the District’s CDP Regulations. Therefore, issuance of a CDP or exclusion is not required at this time.

**Equal Opportunity Program:**

Not applicable.

**PREPARED BY:**

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Attachment(s):

- Attachment A: SDUPD Maintenance Renewal 2019 -worksheet.pdf
- Attachment B: Software\_Maintenance\_Program\_Handbook\_Copyright\_2017.pdf
- Attachment C: Board Memo DocumentumD2.doc