

APPROVED
By the Board of Directors of
The Metropolitan Water District
of Southern California
at its meeting held

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MAY - 9 1995

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[Signature]
EXECUTIVE SECRETARY

Office of the General Manager

April 24, 1995

To: Board of Directors (Executive Committee--Action)
(Organization and Personnel Committee--Action)

From: General Manager

Subject: Authorization to Enter into an Agreement with the Stone & Webster Engineering Corporation to Establish a Comprehensive Records Retention Program.

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to execute an Agreement with the Stone & Webster Engineering Corporation, in a form approved by the General Counsel, for an amount not to exceed \$520,000 to establish a comprehensive Records Retention Program.

John R. Wodraska
General Manager

Submitted by:

[Signature]

Kaye L. Marchal
Acting Director, Administrative Services

Concur:

[Signature]

John R. Wodraska
General Manager

stn&web.b11

BRIEF DESCRIPTION:

A comprehensive Records Retention Program will enable Metropolitan to more efficiently identify, classify, inventory, transfer, retrieve, store and purge Metropolitan records which exist in all media (including electronic, videotape, audio, microfilm, photographic negatives and publications).

<p style="text-align: center;"><u>CONTRACT TYPE</u></p> <p><input checked="" type="checkbox"/> NEW</p> <p><input type="checkbox"/> AMENDED</p> <p style="text-align: center;"><u>CONTRACT FORM</u></p> <p><input type="checkbox"/> LEASE</p> <p><input checked="" type="checkbox"/> PROFESSIONAL SERVICES</p>	<p style="text-align: center;"><u>FUNDING</u></p> <p><input type="checkbox"/> CAPITAL</p> <p><input checked="" type="checkbox"/> O & M</p> <p style="text-align: center;"><u>BUDGET STATUS</u></p> <p><input checked="" type="checkbox"/> FY 94/95 AMT <u>\$50,000</u></p> <p><input checked="" type="checkbox"/> OUT-YEAR AMT <u>\$470,000</u></p> <p><input type="checkbox"/> NON-BUDGET AMT _____</p>	<p style="text-align: center;"><u>TYPE OF COMPETITION</u></p> <p><input type="checkbox"/> RFQ</p> <p><input checked="" type="checkbox"/> RFP NO. <u>141</u></p> <p><input type="checkbox"/> INFORMAL RFP</p> <p><input type="checkbox"/> OTHER COMPETITION</p> <p>_____</p> <p><input type="checkbox"/> SOLE SOURCE</p>
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PURPOSE/BACKGROUND:

Metropolitan's Administrative Code (Section 10100 et seq.) sets forth general parameters regarding which types of records must be permanently maintained, and which documents may be destroyed.

Currently, Metropolitan's Records Center serves as the custodian for over 26 million records, including both correspondence and other documents, and drawings. Approximately 5,000 requests for service are received monthly, however, as the current system is manual, it is highly labor intensive and less efficient and responsive than automated systems. Also, as these records have not been inventoried, it is likely that there is much duplication within the central repository, resulting in unnecessary storage costs. Metropolitan currently budgets \$1.5 million annually for this program.

Additionally, individual Divisions maintain records independent of the centralized system which may include vital and historic records which are not known to Records Center personnel. In many cases, staff believes there are no centralized back-up copies of these records, and is concerned that because historic records may not be stored under optimum climatic conditions, deterioration will result over time.

Because staff recognizes the need to more proactively manage the records function, in May 1994, Metropolitan retained the DMR Group, Inc., to conduct a Business Process Reengineering (BPR) of records management activities. The BPR Project involved investigating options for centralizing and automating records maintenance by revising policies, developing and defining new work flows, business processes and technology infrastructure.

The BPR Project disclosed that Metropolitan's records management functions could be improved by codifying records retention schedules and procedures into a comprehensive policy document. An improved, more user-friendly program will enhance Metropolitan's ability to provide for the systematic control and retrieval of centralized vital and historic records, correspondence, drawings and specifications. The DMR Group's initial estimate of BPR savings, once fully implemented, was anticipated in excess of \$593,000 annually.

The development of an improved document management effort is consistent with Metropolitan's Business Resumption Planning activities, whereby in the event of a disaster, Metropolitan will need to immediately identify and access vital records.

It is also anticipated that pending legislation (SB 323, Kopp) may expand the definition of which types of documentation are considered to be public records and may require public agencies to implement systems which improve accessibility of these records to requesters.

As a result of the above considerations, a Request for Proposals (RFP) to secure consulting services for developing a comprehensive Records Retention Program was released on October 12, 1994. Upon evaluation of the proposals and interviews, the staff review committee is recommending selection of the Stone & Webster Engineering Corporation.

The proposed Scope of Services is detailed within Attachment A.

MBE/WBE:

The goals for this contract are 15 percent MBE and 5 percent WBE. The Stone & Webster Engineering Corporation has committed to achieving 19.8 percent MBE and 19.74 percent WBE. The MBE/WBE contractors are listed in Attachment B.

CEQA COMPLIANCE / ENVIRONMENTAL DOCUMENTATION:

Pursuant to Section 15378(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, the action requested by this Letter is exempt from the provisions of CEQA as it is a continuing administrative activity and does not meet the definition of a "project."

RFP STATISTICS

47 FIRMS REQUESTED RFP
8 FIRMS SUBMITTED PROPOSALS
4 FIRMS WERE SHORT-LISTED

CONTRACTS WITH CONSULTANT

- TOTAL No. 0
- MAXIMUM DOLLAR AMT. _____

EVALUATION CRITERIA

RELEVANT EXPERIENCE (30 PTS.),
SIMILAR PROJECTS (30 PTS.), PROPOSED
METHODOLOGY (25 PTS.), EXPERIENCE
WITH OTHER PUBLIC AGENCIES (15 PTS.)

CONTRACTUAL DETAILS

- ANTICIPATED DURATION 12 MONTHS
- HOURLY RATES SEE FEE SCHEDULE (ATTACHMENT C)

**Stone & Webster Engineering Corporation
Scope of Services (RFP 141)**

1. Conduct physical inventory identifying types of records for all media (record series) including: micrographic, paper, photographic, videotape, audiotape and publications authored by Metropolitan staff.
 - 1a. Interview Records Coordinators and selected management staff at all Metropolitan sites;
 - 1b. Conduct a physical inventory of all record series at each site;
 - 1c. Integrate existing records into Metropolitan's software application (Cuadra Star Records Management).
2. Conduct legal analyses of each record series.
 - 2a. Research compliance with California Government, Administrative, Evidence and Labor Codes, California Public Records Act, U. S. Codes and the Code of Federal Regulations.
3. Develop a Records Retention Schedule including:
 - 3a. Newly-defined and updated Record Series;
 - 3b. All new Record Series classifications;
 - 3c. Retention periods for each Record Series, with citation references.
4. Develop functional specifications to enable Metropolitan to continue the integration of new documents into the Cuadra Star system.

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