



	Approved	Denied
Date Action Taken:	9/24/07	
Other:		
Verified by:	<i>W. Miller</i>	

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 07-57**

**TITLE: AWARD OF CONTRACT TO ACUMEN INFORMATION SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$150,000 FOR A FIVE (5) YEAR RECORDS MANAGEMENT CONSULTING SERVICES AGREEMENT FOR CITY RECORDS.**

Agenda of: September 24, 2007

Date: September 10, 2007

Originator: William A. Miller, Purchasing Officer *W. Miller*

Route to:	Department	Signature/Date
	Police Chief Youth Court, Dispatch, Code Compliance	
	Culture and Recreation Services Director Library, Museum, Sports Complex	
	Public Works & Recreation Facility Maintenance Director	
X	Finance, Risk Management & MIS Director Purchasing	<i>Jessie E. Collogan 9-11-07</i>
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>J. Harley 9-12-07</i>
X	City Clerk	<i>W. Miller</i>

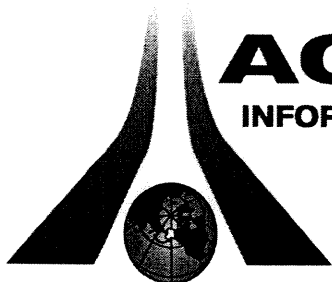
**REVIEWED BY MAYOR DIANNE M. KELLER:** *Dianne M. Keller 9/12/07*

**FISCAL IMPACT:**  yes \$150,000 or  no Funds Available  yes  no  
 Account name/number: 001-4110-411.30-34 Clerks Office-Professional Services-Other  
 Attachments: Action Memorandum 03-14, Action Memorandum 03-38, City of Wasilla Records Management Info, Acumen's Pricing Schedule

**SUMMARY STATEMENT:** In accordance with WMC 5.08.140, Council is requested to authorize a sole source contract for records management consulting services to Acumen Information Services, Inc. Acumen Information Services has been the records management consultant for the City since 2003 and has assisted the City in the implementation of a world class records management system. In addition, Acumen Information Systems has agreed to hold their rates flat for the term of the contract which will allow the City to continue its records management project at the same rate for the next five (5) years. This represents a savings to the tax payer of more than \$5,000 over the next five years.

**SOLE SOURCE APPROVAL:** The City and Borough of Juneau solicited for records management services bids in February 2007 and only one firm from Alaska, Acumen Information Services, was qualified to bid on the project. Due to the fact there is only one records management consulting firm in Alaska, Council is requested to authorize a five year sole source contract to Acumen Information Services, Inc.

**ACTION:** Council is requested to authorize the award of a five (5) year contract for records management consulting services to Acumen Information Services, Inc. The City may terminate this Contract, and Acumen Information Services, Inc., waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.



# **ACUMEN**

**INFORMATION SERVICES, INC.**

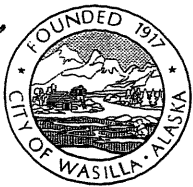
110 West 15<sup>th</sup> Avenue, #B  
Anchorage, AK 99501  
Phone: 907.276.4567  
Fax: 907.569.4567  
Email: [Acumen@ptialaska.net](mailto:Acumen@ptialaska.net)  
WWW: [Acumeninfoservices.com](http://Acumeninfoservices.com)

## **Pricing Schedule**

Acumen Information Services, Inc. is Alaska's premier Certified Records Management consultancy. Acumen's services are typically priced according to the complexity and duration of large records management endeavors. No records project is too large or small and we pride ourselves on making our clients goals our own.

<b>Service</b>	<b>Rate</b>
<b>Certified Records Management Consulting</b>	<b>\$150.00/hour</b>
<b>Records Management Audits</b>	<b>\$150.00/hour</b>
<b>Records Management Program Design</b>	<b>\$150.00/hour</b>
<b>Records Retention Schedule Creation, Maintenance &amp; Analysis</b>	<b>\$75.00/hour</b>
<b>Records Management Training &amp; Mentorship</b>	<b>\$55-\$150/hour</b>
<b>Records Project Management Fee</b>	<b>15% of Total Budget</b>
<b>Professional Records Analyst (Lease)</b>	<b>\$33-\$55/hour</b>
<b>Professional Records Technicians (Lease)</b>	<b>\$32.00/hour</b>

Acumen Information Services, Inc. has an impeccable track record throughout Alaska. We provide free initial consultations.



	Approved	Denied
Action taken	4/14/03	
Other:		
Verified by:	<i>[Signature]</i>	

**WASILLA CITY COUNCIL MEMORANDUM**

**CM No. 03-14**

**TITLE: To Approve A Contract Amendment With Acumen Information Services In The Amount Of \$8,050 To Continue Records Management Consulting Services Through June 30, 2003.**

**COUNCIL MEETING DATE: April 14, 2003**

**ADMINISTRATION INITIAL:** *[Initials]*

**REQUESTED BY:** Clerk's Office

**PREPARED BY:** J. Newman, Deputy Clerk *[Signature]*

**Date Prepared:** April 7, 2003

**FISCAL IMPACT: \$8,050**

If yes, amount requested: \$8,050 Account No.: 11.55.471.811.29

**SUMMARY STATEMENT:** This contract amendment extends our records management consulting services with Acumen Information Services through June 30, 2003 and maintains the current level of services provided by Acumen.

This contract extension will insure the continued success of the program and it will also enable us to maintain momentum while actively preparing for the next phase start-up.

**STAFF RECOMMENDED ACTION:** In accordance with WMC 5.08.090.B, approve a contract amendment with Acumen Information Services in the amount of \$8,050 through June 30, 2003.

**Attachments:** None



	Approved	Denied
Action taken	✓	
Other:		
Date of Council Action:	7/28/03	
Verified by:	J. Newman, Deputy Clerk	

**WASILLA CITY COUNCIL MEMORANDUM**

**CM No. 03-38**

**TITLE: Authorization To Enter Into A Contract With Acumen Information Services, Inc., In The Amount Of \$29,545 To Provide Professional Services For Phase III Of The Records Management System Project.**

**COUNCIL MEETING DATE: July 28, 2003**

**ADMINISTRATION INITIAL: ANK**

**REQUESTED BY: Clerk's Office**

**PREPARED BY: J. Newman, City Clerk**

**Date Prepared: July 18, 2003**

**FISCAL IMPACT: YES**

If yes, amount requested: \$29,545

Account No.: 110-4181-499.45-06, Records Retention Project

**SUMMARY STATEMENT:** We are ready to begin Phase III of our records management project and request approval from council to enter into a contract with Acumen Information Services for Phase III. Attached is a cost breakdown and "deliverables" in relation to the project.

**STAFF RECOMMENDED ACTION:** To approve a contract with Acumen Information Services in the amount of \$29,545 for Phase III of the City's Records Management Program.

Attachments: Records Management System Project Phase III Cost Breakdown.